Recreational Trails Project Manager

Fitness For Life Around Grant County (FFLAG), a 501(c)3, has a part time contract position available for a project manager to coordinate the Grant County Trail Initiative in Grant County, Kentucky. The Recreational Trails Project Manager is responsible for working under the direction of the Executive Officer for the Fitness For Life Around Grant County coalition and in conjunction with community stakeholder groups for trail development and to recruit, train, organize and track volunteers working on non-motorized trail maintenance, improvements and signage throughout trail segments.

Position Activities and Responsibilities:

- Establish a Grant County Trail Foundation.
- Secure funding for the Foundation and trail development.
- Lead efforts to create branded materials (website, brochure, logo, fact sheets, presentations, etc.) demonstrating the value of a trail for decision makers and the community at large.
- Identify maintenance needs on trail throughout the completed sections.
- Collect and manage feedback from public, partner agencies and field assessment on maintenance needs.
- Create work plans for project implementation for all trails projects and get approval for projects prior to implementation.
- Recruit, train and supervise all volunteers.
- Coordinate and implement county-wide trail sign plans; work towards approval process with different agencies (city, state, private) to create a cohesive sign plan for non-motorized trails in Grant County.
- Publicize and recognize volunteer and corporate partners for their contributions.
- Work with partner/community groups to support needs of trails throughout Grant County.
- Promote corporate/community involvement in Adopt-A-Trail program to ensure all non-motorized trails have been adopted.
- Schedule and implement work days for Adopt-A-Trail groups including companies, agencies and individuals.
- Report all project accomplishments as completed (monthly); coordinate with all stakeholder groups to meet trail improvement tracking needs.
- Report accomplishments to the advisory group on a quarterly basis and produce a quarterly newsletter.
- Track and report all restoration, trail building, crew work in line with state and federal grant requirements (i.e. before and after photos on all projects, mileage build and maintained, number of volunteers and hours contributed).
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.
Qualifications and Position Competencies:
- A variety of educational backgrounds may be considered, including planning, natural resource/recreation management, public administration, community organizing, business or a related field.
- Experience planning, managing, marketing and/or advocating for trail projects is a plus.
- Strong computer skills in Microsoft Word, Excel and PowerPoint. Ability to use GIS/Mapping programs is desirable but not essential.
- Grant writing, budget management, event planning experience is a plus.
- Excellent organizational, written and oral communication skills.
- Demonstrated ability to work collaboratively and tactfully with a wide range of people and organizations.
- Knowledge of trail planning and implementation, collaborating with multiple partnerships and working with elected officials is highly desirable.
- Possession of, or ability to obtain, a valid driver’s license.
- Knowledge of Grant County geography preferred.
- Ability to work independently with minimal supervision.
- The position involves both desk work and outside, hands-on trail work.
- Ability to lift, carry, push and pull materials.
- Travel required to various sites and locations.
- Weekend and evening work may be needed.
- CPR/First Aid Certification desired.
- Willing to use personal computer and phone.

Compensation:
A successful candidate will be compensated based upon experience. $10,000 at the rate of $10.00 per hour for up to 20 hours per week. The position will last up to 50 weeks in a calendar year.

Position open until filled.
Please send cover letter, resume and three references to GetFitGrantCounty@gmail.com with the subject line “Trails Coordinator”.

Fitness For Life Around Grant County is an Equal Opportunity Employer.

The Recreational Trails Project Manager position made possible through a collaborative effort of the Northern Kentucky Independent District Health Department and Fitness For Life Around Grant County.