



Job Announcement Trails Program Manager

The Central Oregon Trail Alliance (COTA) seeks a positive, resourceful, and experienced Trails Program Manager. The right candidate will learn the organization's needs quickly, complete high quality projects, and demonstrate great creative judgment. The Trails Program Manager will embody COTA's mission to develop, protect, and enhance the Central Oregon mountain bike experience.

The job will be a combination of on-trail and off-trail work. Approximately 40% will be on-trail work including designing, building, and maintaining trails as well as leading groups of volunteers. The other 60% will be off trail work including managing trail planning, training, and contract builds; managing equipment; and documentation and general office work.

The job averages 32 hours a week, allowing schedule flexibility. Evening and weekend work, as well as travel throughout Central Oregon, will be routinely required. Spring and fall will be key times to complete trail work, as such, ability to take time off during these periods will be limited.

About You:

- Experienced and open-minded—you have great trail building experience, but you remain open to learning and improving.
- Manager—you enjoy working “off trail” doing a variety of management, training, and organizational tasks.
- Leader with interpersonal skills—you're comfortable leading trail crews, trainings, meetings, and more. You lead with confidence, keep it fun, and show empathy and respect for others.
- Initiative—you seek out projects and take ownership of making them happen.
- Mission-driven—you love trails and share our passion for mountain biking!

Responsibilities:

- Work in coordination with COTA's leadership and Chapter Representatives to plan trail maintenance and construction projects, and collaborate with them to complete trail work.
- Manage trail planning efforts to provide for future trail system needs, in coordination with land managers and other stakeholders.
- Oversee trail system maintenance. Assess needs, plan, and execute work accordingly.
- Manage COTA's trail work training program and ensure each chapter has ample trained crew leaders and that crew leaders have opportunities to advance their skills.
- Manage COTA's sawyer team. Ensure sawyers stay current on credentials and have opportunities to advance their skills.
- Manage contractor procurement process and contracts for professional builds.
- Manage equipment and supplies for trail work, ensuring proper maintenance, sufficient quantity, and registration (of vehicles and trailers), and maintain relevant documentation.



- Design and flag new trail alignments.
- Ensure implementation of COTA's wood structures best practices.
- Lead trail work crews doing a wide variety of trail building and maintenance work.

Qualifications:

- 3+ years or 2,000+ hours trail building experience demonstrating increasing levels of knowledge and responsibility. Demonstrated experience with all aspects of trail building and maintenance.
- Experience mapping and designing new trails. Demonstrated ability to communicate plans for new trails to stakeholders. Provide examples of trails you have designed and built, ideally with photographs.
- Experience operating machinery such as mini excavator, skid steer, powered wheelbarrow, and chainsaw. Ability to perform basic maintenance on such equipment.
- Ability to drive a truck with a trailer. Commercial Driver's License is a plus.
- Proven experience managing volunteers and/or paid crews in the field, accomplishing projects safely and effectively.
- Ability to mediate disputes and navigate interpersonal conflict between stakeholders.
- Experience with record keeping and documentation.
- Basic First/CPR certification; or ability to become certified.
- Ability to do hard manual labor for extended periods, lift 50 pounds, hike and bike multiple miles, and spend entire days working in inclement weather.
- Proficient with general office software. Mapping or GIS software experience is a plus.
- Must have great written and verbal communication skills, and be able to lead crews, meetings, and trainings.
- Able to balance competing objectives and possess excellent time management skills.
- A passion for mountain biking trails and COTA's mission and vision is essential.

Hours, Compensation, and Location:

- Hours and compensation: average 32 hours a week, at an hourly rate of up to \$30 depending on qualifications and experience, plus an annual stipend for benefits.
- Location: Central Oregon (work from home and in the field).
- COTA is an equal opportunity employer.

To Apply: Send a resume and cover letter in PDF format to contact@cotamtb.com no later than November 22, 2021.