



**JOB DESCRIPTION**  
**BLAINE COUNTY RECREATION DISTRICT**  
**TRAILS COORDINATOR**

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<b>POSITION:</b>	TRAILS COORDINATOR, Grade 4
<b>CLASSIFICATION:</b>	Full-Time, (Non-Exempt)
<b>REPORTS TO:</b>	Director of Trails and Facilities
<b>REVISED:</b>	June 30, 2023

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**BCRD MISSION**

Blaine County Recreation District provides healthy, active, and diverse recreational opportunities for our community.

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**JOB SUMMARY**

The Trails Coordinator performs a variety of administrative, supervisory, and hands on trails maintenance. This position is responsible for sharing information about summer and winter trails, providing educational opportunities for all trail users, and supporting BCRD's goals for responsible outdoor recreation and management. The ideal candidate is an enthusiastic self-starter with excellent organizational and communication skills.

**JOB DUTIES**

*Organizational*

- Work with the BCRD Director of Trails & Facilities to coordinate trails related management, maintenance, and construction with local BLM and USFS recreation managers on all aspects of permitting including NEPA and other related processes. Serve as a liaison between public agencies and trail users.
- Update and maintain the BCRD TrailLink website with current maps, trail descriptions, GPS files, and provide updates on trail conditions, alerts and warnings, and trail construction or rehabilitation projects.
- Participate in and support trail related events such as Ski the Rails, Bike to School/Work, Pump Track Challenge, and others as needed.
- Maintain and manage the inventory of trail related information signs across all BCRD trails.
- Cooperate with other BCRD departments as needed to develop educational resources for the public regarding trail etiquette, safety, and responsible use.
- Manage volunteer opportunities for all trail related activities and maintain an efficient volunteer scheduling system.
- Track community feedback regarding BCRD owned and managed trails and incorporate pertinent feedback into future management strategies.

## *Winter*

- Manage all aspects of the BCRD Nordic Patrol including – participating in daily patrol operations, recruiting Nordic Patrol volunteers, organizing Nordic Patrol training, communicating with new patrol volunteers regarding current season requirements, organizing patrol equipment needs, and schedule daily Nordic Patrol shifts at each trail head.
- Ensure all trailhead (areas including parking lots) operate in a safe and efficient manner, manage ticket sales, provide information to the public regarding winter trails, and educate trail users regarding rules and trail etiquette. ticket sales, directing public to best skiing & snowshoeing.
- Manage daily needs such as restocking dog bags, emptying trash bins at each trailhead and oversee yurt operations & cleaning at Quigley Trails Park.
- Collect cash from fee boxes, reconcile cash reports, compile deposits. Follow established protocols and tracking systems for all cash disbursements.

## *Summer*

- Inspect trails and facilities, monitor trail compliance in areas with trail restrictions such as muddy routes and organize efforts to repair any damage.
- Support all aspects of BCRD related trail maintenance, upgrades to trailhead facilities, trail design, and planning for future summer trails.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- A Bachelor's degree or a combination of 3 years education and experience.
- Relevant experience as a trail user in various capacities including Nordic skiing, hiking and mountain biking, etc.
- Working knowledge of various technology such as use of tablet computers, computer software and applications.
- Exercise good judgement, problem solving, and decision-making skills.
- Ability to perform a variety of tasks and pay attention to details.
- Good time management, ability to use time efficiently and effectively.
- Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.
- Bilingual skills in English and Spanish are advantageous.
- Supervisory and/or volunteer management experience preferred.
- Ability to work a flexible schedule to include evenings or weekends depending on trails events.
- Must be CPR, First Aid, and AED certified or willing to complete the training required to become certified.

## **HOW TO APPLY**

Please submit a cover letter, resume, and job application to Mary Rose at [mrrose@bcrd.org](mailto:mrrose@bcrd.org). For any questions or more information please call (208) 578-2273.

Blaine County Recreation District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.