

Trails Coordinator
Tahoe Area Mountain Biking Association
(part-time hourly position)

The Tahoe Area Mountain Biking Association (TAMBA) is seeking a passionate, highly motivated trails professional and mountain biking enthusiast for TAMBA's Trails Coordinator position. This position will help effectively manage TAMBA's trail building and maintenance programs. The position reports directly to the board of directors with an initial time commitment of approximately 20 hours per week. The desire is to make this full-time once fully established and adequately funded. The position is based in the Tahoe Basin, and requires travel throughout the area.

The position is funded through donations and grants; therefore, development is an essential part of the position. The Trails Coordinator will be a key representative for TAMBA and must positively represent the organization to the community—with stakeholders, agencies, and funding entities, and at public events. All candidates must have a serious interest in mountain biking and trail development. Candidate must be enthusiastic about promoting trail projects relating to mountain biking in the Tahoe region.

Duties and Responsibilities:

- Provide supervision and quality control for TAMBA-led trail maintenance and trail construction projects.
- Develop new trail projects in coordination with land managers, agency representatives, partner organizations, government officials, and board members.
- Prepare RFPs related to trail planning, maintenance, and construction projects.
- Develop a five year strategic plan to appropriately sequence trail projects.
- Compile annual metrics and reporting to the board and land managers.
- Foster constructive partnerships with land managers, partner trail organizations, and funding organizations.
- Coordinate resources and volunteer personnel for trail projects throughout the trail season. Including facilitation of trail workdays with paid contractors, volunteer crew leaders, and land manager trail crews.
- Manage the TAMBA adopt-a-trail program.
- Initiate and support the development and enhancement of a cadre of skilled volunteer crew leaders through training and team building.
- Lead annual class to teach sustainable trail construction and maintenance practices to develop new crew leaders.
- Oversee the purchase, allocation, inventory, inspection, maintenance, and storage of TAMBA's tools.
- Assist in fundraising efforts through grant writing, events, or other activities to raise funds for TAMBA's mission.
- Assist in developing content for TAMBA website and social media platforms.

Requirements:

- Minimum of 5 years professional trail planning, management, layout, building, and maintenance experience
- Grant writing experience
- Trail crew management experience
- GIS experience and ability to produce PDF project maps
- Understanding of local land use permitting, CEQA and NEPA
- Extensive experience working with public land management agencies (i.e. federal/state/local)
- Experience teaching and coaching others in trail maintenance and trail construction
- Passionate about mountain biking and outdoor trail-based recreation
- Strong organizational, leadership and management skills
- Clean driving record and valid driver's license
- Flexible work schedule (days, evenings, weekends)
- Ability to scale hours up as funding is secured
- Self-motivated problem solver
- Ability to work both independently and as part of a team
- Experience with Outlook, Office, Excel, Word, PowerPoint, mapping programs, and Google applications
- Physical ability for long distance hiking, and element exposure
- Must be able to carry 50 lbs
- Can hike 10-12 miles within a day on a trail
- Can hike 3-7 miles cross country to flag new trail
- Capable of biking over 20 miles in a day
- Able to carry all gear, water, and food necessary for a work day in the backcountry
- First aid and CPR certified, or able to get certified

Benefits (subject to change):

Hourly pay (subject to experience), initially based on an approximate 20-hour work week

Workers Compensation and Unemployment

*no health insurance or 401k offered with this position

First Year Desired Metrics (to be developed in collaboration with the candidate):

- Develop and coordinate a 5 year trail plan.
- Above satisfactory working relationships with appropriate land managers, funders, and partners.
- Exceptional performance implementing existing trail projects.
- Excellent working relationship with TAMBA crew leaders, board, and leadership team.
- Strategy for long term funding of the position.