## I. Purpose

The Program Coordinator serves as the Trail Conference’s primary staff representative in a particular geographic region. S/he is responsible for delivering and supporting the organization’s programs in the area to accomplish the Trail Conference’s mission and strategic goals. S/he facilitates the cooperative work of staff, agencies and volunteer groups responsible for the trail experience.

The volunteer/Program Coordinator relationship is expected to be one of mutual support and information sharing, conducted in a professional manner. The Board delegates authority to the Executive Director to hold Program Coordinators accountable for oversight of Local Trail Committees (LTC) and Regional Trail Councils (RTC).

## II. Accountability

This position reports to the Deputy Executive Director.

## III. Responsibilities

1. Serve as Liaison with Regional Trail Committees (RTC)
   1. Assist with developing RTC meeting agendas
   2. Coordinate the Annual and Budget Process with RTC and LTC
   3. Work with RTC Chair in implementation of Policies and Annual Plan
   4. Support RTC ad hoc/standing committees and work sessions
2. Policy Council
   1. Provide input to the Council on mission-related policies
      1. Review Polices and provide written feedback
      2. Support RTC ad hoc/standing committees and work sessions
3. Trail Management - Increase public access to open space via trails and improve the trail experience through cooperative relationships with trail partners within assigned Trail Region.
   1. Support LTC’s
      1. Work with volunteer leadership to identify, develop and implement projects, which increase quantity and quality of trails.
      2. Ensure budget and procurement process compliance for regional projects
      3. Promote trail management best practices
      4. Develop and support volunteer capacities: Maintainers, Trail Crews, Monitors
   2. Coordinate and collect trail management reports
   3. Coordinate all regional training opportunities/workshops
4. Conservation - Protect the access and experience of particular trails through vigilant monitoring, local land use advocacy and land protection.
   1. Coordinate with Conservation Committee to identify critical issues and opportunities in the region and mobilize appropriate response
   2. Oversee the creation/renewal and compliance of MOU’s, management and use agreements
   3. Engage in regional planning processes with land managers
5. Volunteer Support - Optimize the efforts of assigned volunteers with targeted training, project management and technical/logistical/administrative support.
   1. Coordinate with the Volunteer Coordinator, Committee and volunteer leadership plans to recruit, place/retain, train, and recognize volunteers
6. Member Services & Education - Educate a broad constituency on responsible trail recreation and stewardship and the value of open space, park & trail policies/funding to improve access to open space and quality trail experiences and the Trail Conference mission.
   1. Collect, verify and post or inform communications manager of Trail Conference activities in the region (i.e. volunteers/projects/partners, photographs, etc.)
   2. Create and distribute reports to be distributed to agency partners, donors, and elected officials.
   3. Update content on designated web pages
   4. Work with communications manager to create and update regional displays, brochures, flyers, etc
   5. Serve as the organization’s representative to advocate on behalf of the TC mission
7. Development
   1. Assist with procuring resources to meet region’s needs
   2. Prepare project proposals, manage grants and prepare reports
   3. Promote the Trail Conference’s fee services (trail building, cartography, signage, etc.), prepare estimates and manage projects