

# **Trail Operations Manager**



## **About the Tahoe Rim Trail Association (TRTA)**

Since 1981, the Tahoe Rim Trail Association has championed recreation in the Tahoe Basin. Today, the TRTA maintains and enhances a world-class 200-mile trail system with over half a million annual users. The organization implements a variety of programming to teach users sustainable trail use practices, connect the public with the outdoors to create lifelong stewards, and mitigate the impacts of trail users on the trail and landscape so everyone can enjoy the Tahoe Rim Trail today and in the future.

## **POSITION SUMMARY**

**Reporting Structure:** This role reports to the Programs Director, supervises the seasonal trail crew and supports Volunteer Crew Leaders.

**Location:** Stateline, NV

**Job Classification:** Full Time, 10-Month, Exempt

## **ESSENTIAL DUTIES**

The Trail Operations Manager implements programming to meet the TRTA's strategic goals to maintain and enhance the trail and infrastructure to minimize the impact of trail users, provide a world-class trail experience, and protect Tahoe's natural resources. The Trail Operations Manager's work focuses on field programs for managing the TRTA's Trail Operations program.

### **Trail Construction Management (60%)**

- Coordinate and oversee trail operations programs to ensure the Tahoe Rim Trail System meets and exceeds trail standards and requirements.
- Assist TRTA Crew Leaders to implement trail construction projects.
- Oversee and support workday and field camp projects including registration pages, website information, reminder emails, sign-in sheets, project logistics, crew leadership, and follow-up.
- Ensure a positive and safe working environment at all trail operations events.
- Coordinate and implement technical trail building, crew leading, saw, and other related training for staff and volunteers.
- Notify crew leaders of certificate status and renewal dates.
- As needed, participate as a Crew Leader, providing technical and managerial skills to ensure the success of projects.
- Track volunteer contributions of hours, mileage, stock, etc., and ensure volunteer records in the TRTA database are correct.
- Support the track and annual reporting on all TRTA trail building and maintenance activities.

### **Trail Infrastructure, Advocacy, Long-range Planning, and Project Permitting (15%)**

- Assist in managing and improve the TRTA's GIS database to collect data and provide professional and accurate mapping resources for projects, publications, and the TRTA website.
- Maintain TRTA infrastructure and annually update the TRTA's signage, infrastructure, and trailhead inventories.

### **Supervision (10%)**

- Support the Trail Operations Committee to manage volunteer trailbuilding programs and champion a team of highly skilled volunteer crew leaders.
- Hire, train, supervise, retain, and mentor Trail Operations staff members and interns, including the seasonal trail crew.
- Oversee contractors and conservation corps.

### **Financial and Grant Management (10%)**

- Assist in the development of the Trail Operations budgets and help track budget progress throughout the year.
- Work with the Development Team to ensure Trail Operations grant deliverables are completed and expenses are appropriately billed.

### **Program Marketing and Publications (5%)**

- Contribute information and stories for the TRTA's bi-annual TRTA newsletter, monthly e-news, and Annual Report.
- Maintain Trail Operations webpages.
- Update GIS mapping on webpages, segment brochures, and other publications.

### **QUALIFICATIONS**

Qualified candidates will have a proven history of working with trail organizations and volunteers. They will be passionate about the Tahoe Rim Trail Association's mission and will have excellent leadership skills to direct groups, partners, volunteers, staff, and trail users. Qualified candidates will be able to communicate, orally and in writing, the TRTA's philosophy, mission, and values to stakeholders with spark and clarity. Additionally, qualified candidates will possess:

- Excellent organizational skills and the ability to prioritize and manage multiple, complex projects simultaneously in a fast-paced environment with minimal supervision.
- Technical trail building and maintenance skills with the ability to assess trails to determine deficiencies, create and implement project plans, and experience using and teaching others how to use various hand tools, grip-hoist and rigging equipment, power tools, and construction techniques for trail structures.
- USFS Chainsaw and Crosscut Operator Qualification certification, instructor certification preferred.
- Bachelor's degree in a related discipline or commensurate experience.
- Experience working effectively with staff, volunteers, and public, and governmental and private agencies preferred.
- Knowledge of the Tahoe Rim Trail and experience hiking, backpacking, biking, and/or horseback riding.
- Ability to pass a nationwide background investigation, including fingerprinting.
- Supervisory skills and experience.
- Computer/Microsoft Office Suite proficiency.
- Certification in Wilderness First Aid or higher.
- Valid driver's license with a clean record.
- Public speaking experience.
- Familiar with GIS software.

### **Physical Demands**

- Ability to hike and camp in the backcountry for up to several days at various elevations carrying up to 55 lbs.
- Ability to perform physical trail construction and maintenance tasks using a variety of trail tools.
- Ability to work at a desk with a computer and phone for up to ten hours daily.

### **COMPENSATION AND BENEFITS**

Salary will be commensurate with experience ranging from \$55k-\$65K.

#### **Benefits include:**

- Vacation accrual starting at ten days annually.
- Sick time accrual.
- 10 Paid holidays.
- Company-paid health insurance, including medical, dental, and vision through the TRTA Employee coverage with the option to add on family members at employee cost.
- Simple IRA matching contributions.

### **TO APPLY**

Interested applicants are encouraged to visit [tahoerimtrail.org/jobs-internships](http://tahoerimtrail.org/jobs-internships). Candidates should apply through our website by completing the application form and uploading a cover letter, resume, and a writing sample.

**Applications accepting until position is filled. The ideal start date is February 3.**

Applicants with questions regarding this position should contact Ryan Kuehn at [ryank@tahoerimtrail.org](mailto:ryank@tahoerimtrail.org).

### **The TRTA is an Equal Opportunity Employer**

The Tahoe Rim Trail Association provides all employees and applicants equal employment opportunities. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.