

## **Trail Operations Director**

### **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 700,000 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 landscape so everyone can enjoy the Tahoe Rim Trail today and in the future.



### **POSITION SUMMARY**

**Reporting Structure:** This role reports to the Executive Director and supervises the Trail Operations Manager and seasonal trail crew positions.

**Location:** Stateline, NV

**Job Classification:** Full Time, Exempt

### **ESSENTIAL DUTIES**

The Trail Operations Director (TOD) 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 TOD's work focuses on programs and policies for managing the TRTA's Trail Operations program, infrastructure improvements, long-range planning, and visitor use monitoring.

#### **Trail Construction Management**

- Coordinate and oversee trail operations programs to ensure the Tahoe Rim Trail System meets and exceeds trail standards and requirements.
- Ensure each mile of the trail is evaluated annually, preventative maintenance is completed on a three-year cycle, and detailed assessments and planning are completed on a five-year cycle.
- 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.
- Track all volunteer crew leader certifications and notify crew leaders of renewals.
- As needed, participate as a Crew Leader, providing technical and managerial skills to ensure the success of projects.
- Serve as the main TRTA point of contact with partner and agency staff.
- Track volunteer contributions of hours, mileage, stock, etc., and ensure volunteer records in the TRTA database are correct.
- Track and annually report on all TRTA trail building and maintenance activities.

#### **Trail Infrastructure, Advocacy, Long-range Planning, and Project Permitting**

- Ensure all necessary partner and land manager requirements and agreements are current, and projects have appropriate permitting.
- Lead long-term planning and permitting for large-scale trail improvement projects ensuring projects successfully navigate from permitting to construction.

- Manage and improve the TRTA's GIS database to collect data and provide professional and accurate mapping resources for projects, publications, and the TRTA website.
- Coordinate trail infrastructure projects, including kiosks, bathrooms, trash facilities, built water sources, and other trailhead amenities.
- Maintain TRTA infrastructure and annually update the TRTA's signage, infrastructure, and trailhead inventories.
- Advocate for the trail by providing comment letters and tracking legislations, development proposals, etc. that will impact the Tahoe Rim Trail System and its users.

### **Risk Management**

- Designs, implements, and annually updates an overall risk management process for TRTA Programs, including risk assessment and risk evaluation, program continuity plans, and building awareness amongst program staff and field leadership.
- Maintains the TRTA's risk management policies and processes, including oversight of its cybersecurity and privacy policies.
- Works with the Executive Director to coordinate with land management agencies and ensures agency agreements are up to date and have the necessary coverage.
- Serves as a point person with the Executive Director to implement Emergency Response Plan as needed.
- Serves as the staff liaison for the TRTA Risk Management Committee.

### **Visitor Use Monitoring**

- Implement the TRTA's Visitor Use Monitoring program to provide data to inform TRTA and land manager investments in the trail and infrastructure and highlight the recreational and economic value of the trail.
- Expand visitor use monitoring to assess overnight impacts.
- Create reports on visitor use and recommendations for trail use regulations and procedures improvements.
- Research trends within outdoor recreation to create best practices for the TRT for permitting, overnight use, and other user impacts and processes toward sustainable trail use.

### **Supervision**

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

### **Financial and Grant Management**

- Oversee the development of the Trail Operations budgets and tracks budget progress throughout the year.
- Work with the grants manager to ensure Trail Operations grant deliverables are completed, reporting and reimbursement requests are submitted, expenses are appropriately billed to grants, and funders are acknowledged.
- Manage Trail Operations contracts by creating request for proposals, review bids, managing billing, and overseeing the scope of work.

### **Program Marketing and Publications**

- 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.

### **Other Duties as Assigned**

- All personnel will be required to perform duties outside of their normal responsibilities occasionally.
- The Trail Operations Director is a senior member of the TRTA staff and, in this role, will support all staff as needed.

### **QUALIFICATIONS**

- A proven history of working with trail organizations and volunteers.
- Passion for the TRTA's mission and strong leadership skills to manage groups, partners, volunteers, staff, and trail users.
- Excellent communication skills (oral and written) to articulate TRTA's mission and values with clarity and enthusiasm.
- Strong organizational skills to manage multiple projects in a fast-paced environment with minimal supervision.
- Technical trail building/maintenance skills, including the ability to assess trails, create/implement plans, and teach tool use (hand tools, grip-hoist, rigging, power tools).
- Bachelor's degree in a related field or equivalent professional experience.
- Knowledge of environmental/trail permitting and experience drafting project proposals and assessments.
- GIS proficiency for research, proposals, and data management.
- Public speaking experience and the ability to engage effectively with diverse stakeholders.
- Supervisory experience and ability to work collaboratively with staff, volunteers, and committees.
- Grant writing and management experience.
- Proficiency in Microsoft Office and Adobe Creative Suite.
- Certification in Wilderness First Aid (or higher) and USFS Chainsaw/Crosscut Operator Qualification (instructor certification preferred).
- Knowledge of the Tahoe Rim Trail and experience with hiking, backpacking, biking, or horseback riding.
- Ability to hike and camp, traveling up to 20 miles at a time over several days at various elevations while carrying and lifting up to 55 lbs.
- Must be able to work in various types of weather conditions and terrain.
- Ability to be physically active for long periods.
- Ability to work at a desk with a computer and phone for up to ten hours daily.
- A valid driver's license with a clean record and the ability to pass a background check.

## **COMPENSATION AND BENEFITS**

Salary will be commensurate with experience, ranging from \$60k to \$85k annually.

### **Benefits include:**

- Vacation accrual starting at 15 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 after meeting qualification requirements.
- TRTA values professional development and offers funding opportunities for relevant certifications, continuing education, and attendance at industry conferences.

### **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.

**Please apply by December 27. Ideal start date is January 27 .**

Applicants with questions regarding this position should contact Lindsey Schultz at [lindseys@tahoerimtrail.org](mailto:lindseys@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.