



Truckee Meadows Trails

## TRUCKEE MEADOWS TRAILS COORDINATOR

### JOB DESCRIPTION

The Truckee Meadows Trails Coordinator [TMTTC] is an employee of **Truckee Meadows Parks Foundation** and will receive general direction from the Executive Director and also directly reports to the **Truckee Meadows Trails Working Group [TMTWG]**. The TMTTC will provide the governance support for the **TMTWG**, that is made up of representatives from all the land management agencies, Truckee Meadows Regional Planning Agency, with the addition of the RTC and trail user groups and trail non-profits.

The primary job responsibility will be to implement the TMT trails plan under the direction of the working group. Implementation includes working with government land/recreation management agencies at the federal, state, and local level and with local non-profits, volunteers, and other entities interested in trails. The work plan will be developed by this position and the working group to coordinate funding, planning, construction, and maintenance priorities. The responsibilities include working with local political entities and the general public to build and enhance support for trails. One major priority is to work with the planning agencies to solicit support for the TMT plan recommendations to insure trails are an integral part of growth and planning in Truckee Meadows.

To insure success of implementation of the TMT plan, fundraising and advocating for a variety of non-philanthropic sources of funding will need to be done to ensure the future of the position and to support the planning, construction, maintenance, and the person. This regional position will add capacity and support to trail and recreation non-profits in their mission as it relates to trails amongst the many interested entities in the area.

The position will need to market the TMT plan elements to gather support for trails among the general public in the community, local leaders, and politicians.

The applicant will need to possess high ethical and professional standards, effective organizational skills, sound analytical and decision making skills, excellent communication skills; proven experience in building and maintaining strong partnerships. This process-oriented individual needs strong people skills, ability to display comfort with making presentations in small and large group settings and substantive experience building and working with successful coalitions.

The Truckee Meadows area is a complex region comprised of three cities, two federal agencies, and tribal properties. Accomplishing trail related projects takes regional coordination and collaboration. A diverse coalition of dedicated governmental agencies, advocates, non-profit organizations, decision-makers, and private stakeholders is needed to realize the vision of a complete trail network.

**IMPORTANT NOTE- This position is grant-funded at this time, and position funding can only be guaranteed for one year.**

## **MINIMUM QUALIFICATIONS**

A bachelor's degree in business, environmental science, natural resources, outdoor recreation, geography, political science, non-profit leadership or other related major AND at least four (4) years of professional level experience preferred.

## **COMPENSATION**

The annual salary range for this job class is 50K-65K

## **DUTIES**

- ❖ The TMTC is responsible for implementing the Truckee Meadows Trails strategic Trail Plan. This Plan consists of a system of interconnected regional and community trails and pathways
- ❖ Using the TMT plan as a guide, the TMTC will foster collaboration between the jurisdictions, tribe, and transportation providers for the planning, financing, and development of trails and trailhead facilities.
- ❖ The TMTC will schedule the TMTWG's regular meetings at least bimonthly and an annual strategic trail planning meeting. A short and long range plan will be reviewed at least every two years.
- ❖ Where TMTWG members may have specialized needs (such as a non-profit organization conducting regular volunteer trail maintenance projects on USFS lands) have specialized agreements in place. The TMT Coordinator holds copies of all of these agreements in order to support TMT Working Group members with things like tracking expiration dates, knowing when paperwork is already in place to accomplish a project, or facilitating the development of new agreements when they are necessary.
- ❖ The TMTC will work with the TMTWG to partner with agencies and establish procedures on needed assistance for proposed new trails, trail maintenance or new trailheads and their maintenance needs.
- ❖ TMTC will work to generate other funding sources for trail maintenance, construction, planning, and management through donations and other forms of development. These funds will be directed to projects or programs as prioritized by the TMTWG. TMTWG will coordinate with the TMTC to develop transparent guidelines and reporting for how funds are spent with annual reporting for the agencies.

## **Requirements:**

Flexible work schedule (days, evenings, weekends)

### **Interpersonal and organizational skills**

- ❖ Demonstrate ability to work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships and developing teams
- ❖ Great interpersonal relationships skills - under interpersonal and organizational skills, the person should have political savvy and excel at developing strategic approaches to problem solving and meeting community needs.
- ❖ Coalition governance: Guide the process of creating agreements and decision-making structures;
- ❖ Strong organizational, leadership and management skills
- ❖ Organized and Self-Sufficient: Excellent organizational skills and the ability to work independently with minimal supervision.

- ❖ Excellent time management and project management skills.

### **Trail Knowledge**

- ❖ Knowledge of sustainable trail construction and maintenance practices
- ❖ Knowledge of current mapping applications with an ability to produce PDF project maps
- ❖ Knowledge of trail project implementation through proper channels to get approval for projects
- ❖ Trail siting and design, environmental/ cultural review, development of trail standards,
- ❖ Experience reviewing development projects to ensure appropriate trail alignments and connections
- ❖ Knowledge of regulatory requirements and/or resource management and/or NEPA

### **Fundraising**

- ❖ Grant writing experience
- ❖ Experience developing and implementing fundraising plans
- ❖ Experience coordinating/leading/implementing fundraising events and programs

### **Administrative**

- ❖ Computer Savvy: working knowledge of contemporary technology, including GIS, digital photography, website updating, file sharing, social media (Facebook, twitter, Instagram) and working knowledge of contemporary office technology including word, excel, email, GPS applications, and the internet.
- ❖ Experience writing the appropriate agreement instruments - such as memoranda of understanding (MOUs), cooperative agreements, interagency agreements, volunteer agreements, etc. - to facilitate cooperation and collaboration among TMTWG members.

### **CONTACT INFORMATION ABOUT THE POSITION**

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