



Grand County

Job Description

Title:	Responsible Recreation Program Coordinator	Job Code: 3020
Division:	Administration	Effective Date: 1/1/2022
Department:	Active Transportation and Trails	Last Revised: 12/2021

GENERAL PURPOSE

Performs a variety of **managerial, administrative, and supervisory tasks and direct service** related to educating trail users about minimum impact practices.

SUPERVISION RECEIVED

Works under the immediate to general supervision of the Active Transportation and Trails Director.

SUPERVISION EXERCISED

Provides direct supervision for Trail Ambassadors, volunteers.

ESSENTIAL FUNCTIONS

Responsible Recreation Coordinator:

Collaborate with the Responsible Recreation subcommittee, Active Transportation and Trails, Economic Development Department and other stakeholders to manage and implement Responsible Recreation programming.

Facilitate Responsible Recreation Subcommittee meetings and communication between stakeholders. Communicate updates to the Responsible Recreation subcommittee.

Manage logistics for purchases, contracts, community and outdoor industry outreach programs, and grant applications related to Responsible Recreation.

Implement projects related to on-the-ground messaging and signage and other programming that support Responsible Recreation goals.

Trail Ambassador Program Coordinator:

Assist Director with onboarding Trail Ambassadors and providing and/or coordinating trainings.

Manage Trail Ambassador Program schedule and daily operations.

Act as primary point of contact for field operations of Trail Ambassadors.

Communicate clearly and accurately to Director and collect, compile, and analyze Trail Ambassador reports weekly.

Assist Director with tasks related to program development.

Maintain program equipment and restock/reorder supplies.

Leadership role or assistance will all essential functions of the Trail Ambassador position, including:

Engage with trail users at trailheads and on trails during peak visitation times with the goal of promoting responsible recreation in the Moab area. Exhibit professionalism and a friendly attitude while interacting with the public.

Establish a presence at trailheads independently or as a member of a two-person or three-person team.

Perform trail "roves" independently.

Assist with data collection to inform understanding of local trail use patterns.

Assist with light trail maintenance duties, such as raking off-trail tracks or improving trail delineation.

Complete reporting accurately and thoroughly after every field shift.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or College Degree

AND

B. Two (2) year of related experience, including resource management and education/ teaching

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of local public land management agencies and areas, outdoor recreation opportunities and facilities, and resource management practices; local ecology and/or local responsible recreation practices.

Skill in interpersonal communication; personnel management; organizing information, maintaining records, and preparing reports; teaching and/or working with the public; maintaining a friendly and professional manner under various conditions; outdoor safety; basic mechanical knowledge of vehicles; and multi-tasking.

Ability to communicate effectively verbally and in writing; schedule and direct the operations of a program engaged in trail user education; work well independently and as part of a team; communicate effectively with supervisor and staff, collaborate effectively between county departments, accurately communicate to the public regarding the program and partnerships; apply knowledge and skills gained in trainings; multi-task; spend 6 – 8 hour work shifts outdoors in a variety of weather conditions; hike or mountain bike short to moderate distances in a variety of weather conditions; properly use and maintain basic tools and equipment; and perform basic trail maintenance duties such as replacing signage and kiosks, raking out off-trail tracks and delineating trail using branches and rocks.

3. Special Qualifications:

Must be at least 21 years of age.

Must possess a valid Utah Driver's license.

Must complete a twelve (12) month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

Use of personal vehicle may be required. In accordance with Grand County policy, mileage is reimbursable.

4. Work Environment:

Worker in the position performs in a variety of indoor and outdoor environments including working in extreme weather conditions. Performs manual work. Work with medium to heavy weights with frequent pushing, pulling, lifting and/ or carrying that may be in difficult positions. Must be able to bend, reach, push, pull, squat climb grasp and lift 50 pounds to waist level. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)