



Grand County

Job Description

Title:	Healthy Trails Coordinator	Job Code:	3030
Division:		Effective Date:	1/1/2023
Department:	Active Transportation and Trails	Last Revised:	12/2022

GENERAL PURPOSE

Performs a variety of administrative tasks and direct service related to educating the public about minimum impact practices and managing human waste in Grand County. 50% of this position is funded by the Southeastern Utah Health Department (SEUHD) and 50% is funded by Grand County. The chosen candidate will be employed by Grand County. The essential functions include activities that serve the shared goals of both Active Transportation and Trails (GCATT) and SEUHD, and activities that serve the priorities of either GCATT or SEUHD individually.

SUPERVISION RECEIVED

Works under the immediate to general supervision of the Responsible Recreation Program Coordinator and Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

For both GCATT and SEUHD:

Educate the public in the field about minimum impact practices and managing human waste in Grand County. Perform expanded Trail Ambassador field duties, including:

The Health Trails Coordinator shall perform the following tasks in a professional and a friendly manner:

- Engage with trail users and campers at dispersed camping areas with the goal of promoting responsible recreation in the Moab area, with a focus on human waste management.
- Establish a presence at recreation locations independently or as a member of a small team.
- Perform recreation location "roves" independently or as a member of a small team.
- Assist with data collection to inform understanding of use patterns at local recreation locations.
- 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.

For GCATT:

- Assist the Active Transportation and Trails Responsible Recreation Program Coordinator and Director with tasks related to Trail Ambassador Program management and development.
- Assist with content development for outreach and education on social media and/or online.

For SEUHD:

- Organize and lead meetings for the informal steering committee to assist communication between local stakeholders in human waste management.

- Act as the primary liaison to SEUHD, Canyonlands Transfer Station, Utah State University, land management agencies, and other stakeholders concerning human waste management.
- Attend Moab Area Watershed Partnership (MAWP) meetings.
- Assist with program development, research, data collection, and public communications for projects concerning human waste management.
- Perform administrative tasks for human waste management projects.
- Meet the goals and objectives outlined in the Non-Point Source (NPS) grant acquired by the SEUHD

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from high school or equivalent.
- and
- Two (2) years of recreation administration, management, customer service or related experience.
- or
- An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of:

Local land management areas, local outdoor recreation opportunities; and local ecology and/or local responsible recreation practices.

Skill in:

Interpersonal communication; time management; project management, organizing information and communications, maintaining records, and preparing reports; teaching and/or working with the public and maintaining a friendly and professional manner.

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 supervisors and staff across different agencies, accurately communicate to stakeholders and the public regarding the Trail Ambassador Program and partnerships; accurately communicate to the public regarding minimum impact practices and policies in the Moab area; 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; and perform light trail maintenance duties such as raking out off-trail tracks and delineating the 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 a personal vehicle may be required. In accordance with Grand County policy, mileage is reimbursable.

4. Work Environment:

Worker in the position will perform 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. Must be comfortable operating four wheel drive vehicles over moderately difficult roads. Must be able to walk long distances. 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

(Employee)