

Appalachian Ohio Restore Corps

**Outdoor Recreation Council of Appalachia (ORCA) 2025-26**

**Trail Maintenance & Programs Manager AmeriCorps Member**

**Position Overview:** The ORCA Trail Maintenance & Programs Manager AmeriCorps Member will assist ORCA staff in the management and development of social enterprises and community programs related to the world-class Baileys Trail System. The member will assist in managing the Baileys Trail System Bike Rental and its associated programs. The Member will also assist in development, operations, and communications for the volunteer trail maintenance program at the Baileys Trail System. The member will collaborate with ORCA staff on planning, development, and operations of other outdoor recreation projects in the region. Through serving in this position, the Member will have the opportunity to participate in efforts to sustainably grow the outdoor recreation economy in Southeast Ohio.

The Baileys Trail System, a project of the ORCA local government body and partners, is designed to function as a social enterprise and catalyze economic diversification in Athens County, Ohio. ORCA views outdoor recreation assets as central components of a rural economic diversification strategy to improve quality of life for Ohioans and enhance Ohio tourism.

**Skills & Qualifications:** This position requires the ability to work both independently and in a team setting. Excellent organizational and communication skills, the ability to work under deadline pressure and the ability to handle multiple tasks are vital to success in this position. Knowledge of Google Suites and general computer skills are required. The ability to work with volunteers and youth is essential. The ability to present a positive professional attitude, speak in public settings, and respectfully engage with the general public and stakeholders is required. A strong interest in community and economic development, sustainability, and outdoor recreation is preferred. Ability to ride a mountain bike and familiarity with mountain biking and bike maintenance are preferred. Past experience or interest in trail maintenance is preferred. Must have transportation and valid driver’s license.

**Work Environment:** AmeriCorps members must possess the ability to work outdoors in adverse weather conditions (heat, cold, insects, etc.), be able to carry 40 pounds, hike extended distances over rough terrain. Work may be performed in an environment of indoors and outdoors with moderate noise levels. Will have to interact with Petroleum distillates, Polyurea Grease, Hydraulic Disc Brake Fluid, and other chemicals used in the operation of a mountain bike and bike maintenance.

**Hours of Service:** Usual hours of service will be M-F during regular office hours of 8:00am – 5:00pm. The ability to serve flexible hours, including some evenings and weekends, is required. Hours may fluctuate due to site visits, attendance of public meetings, tabling events, and programming or volunteer events at the Baileys Trail System. The Member may choose to work weekend office shifts, if preferred.

**Work Locations:** Work will be conducted in-person at 23 Main Street Chauncey, Ohio 45719, throughout the Baileys Trail System, and at other locations to be determined.

**About ORCA:** ORCA is a Council of Governments managing and developing the Baileys Trail System in partnership with the Wayne National Forest and Athens Bicycle Club. ORCA is a collaborative entity working to develop sustainable recreation opportunities throughout Appalachian Ohio. ORCA works with an advisory board of regional stakeholders representing: outdoor recreation users, outdoor recreation managers, economic development, private enterprise, resource preservation and conservation, infrastructure and land use, health and wellness, education and workforce, community engagement and regional planning to ensure outdoor recreation assets are fully utilized to provide holistic benefits, catalyze regional investment, and increase tourism.

The mission of the Outdoor Recreation Council of Appalachia (ORCA) is to develop outdoor recreation opportunities across governmental boundaries that create sustainable and equitable economic development, inspiring communities throughout Appalachian Ohio.

ORCA’s values, which guide our work are: community, quality of life, sustainability, innovation, inclusivity, and shared stewardship.

**Duties and Responsibilities of the AmeriCorps Member:**

* Assist in the daily operations of the Baileys Trail System Mountain Bike Rental program, including interacting with customers, addressing bike maintenance needs, and managing drop-offs and pickups
* Assist, oversee, or work alongside Baileys Trail System Mountain Bike Rental volunteers and/or employees
* Assist in the management of volunteer trail maintenance procedures, planning, and communications for the Baileys Trail System.
* Assist in development, planning, implementation, and evaluation of environmental and recreational programs and special events
* Assist with Mountain Bike Rental management including: inventory, reservations, cleaning and organizing, bike maintenance with a positive attitude and great customer service
* Lead and supervise volunteer trail maintenance activities at the Baileys Trail System with adults and youth
* Assist and attend ORCA-managed Baileys Trail System events
* Assist with the development of mountain bike, bike maintenance, or other outdoor recreation/ conservation programing
* Perform general clerical tasks as assigned
* Supervise summer youth trail maintenance workers for special projects
* Answer community inquiries about the Baileys Trail System and ORCA
* Recruit, train and manage volunteers for events and other volunteer opportunities
* Assist with outreach including mailings and development of promotional materials, and attending and representing the organization at tabling events
* Develop and implement organizational policies and procedures for ORCA programs and activities
* Complete required reports online in a timely manner.
* Collaborate on project development and implementation
* Assist with outdoor recreation asset development proposals and/or grant applications
* Assist with social media, email, and website promotion
* Work alongside Baileys Trail System Volunteer Maintenance Crew
* Meet all job safety requirements and all applicable OSHA safety standards that pertain to the essential functions of the position and all agency safety procedures. Report any damage or safety concerns to appropriate personnel

Other duties include:

* Support other Appalachian Ohio Restore Corps members and their programs.
* Participate in training and conferences as necessary to increase knowledge and gain career networking opportunities.
* Complete monthly activity reports, required timesheets and periodic reports through the OnCorps online system and email.
* Attend required AORC and ORCA meetings and events.
* All other duties as assigned within the limitations of this member description.

Rural Action, Appalachian Ohio Restore Corps and ORCA will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. Rural Action, Appalachian Ohio Restore Corps makes this program available to all without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability, political affiliation and religion.

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Print Name, AORC Member

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