

Trail Maintenance Manager

Outdoor Recreation Council of Appalachia

Position Overview

The **Trail Maintenance Manager** plays a vital role in supporting the operations and programmatic work of the Outdoor Recreation Council of Appalachia (ORCA). This position serves as the primary contact and manager of maintenance and of the Baileys Trail System, operating pursuant to ORCA's adopted maintenance protocols and collaborating with partners including the Wayne National Forest and Athens Bicycle Club.

The Manager will oversee all aspects of trail system maintenance including user-generated trail reports, maintenance planning and prioritization, volunteer program management, AmeriCorps crew supervision, and visitor communications and advisories. This position will develop work plans, implement projects, lead volunteer events, and ensure all activities meet sustainable trail maintenance best practices and Wayne National Forest safety standards.

This is a dynamic, hands-on role for someone who enjoys organization, outdoor work, and community collaboration.

Key Responsibilities

Baileys Trail System Oversight & Maintenance

- Oversee all trail system problems and regular maintenance needs
- Review user-generated trail reports and maintain internal maintenance issues tracking methods
- Prioritize and plan trail maintenance to optimize impact using various resources: staff time, volunteers, Americorps, professional trail crews, and contractors
- Lead maintenance events to ensure projects meet sustainable best practice standards and all risks are managed
- Balance various groups' trail maintenance progress (professional crews, AmeriCorps, volunteers) and assign tasks to meet maintenance demands
- Lead on-the-ground projects with various groups, including adult and youth volunteers
- Implement and manage maintenance protocols for the Baileys Trail System in collaboration with stakeholders
- Oversee hiring, training, and management of 4 summer AmeriCorps Baileys Trail Crew Members, including reviewing applications, interviewing candidates, training on trail maintenance skills and safety, monitoring progress throughout the season and serving as the crew's main point of contact

Volunteer Program Management

- Manage a multi-faceted volunteer program with 300+ annual volunteers, including 30-40 active returning volunteers
- Manage volunteer communications, including newsletter, email, and phone communication
- Communicate with various groups interested in volunteer opportunities and coordinate with partners to develop appropriate opportunities
- Lead and host volunteer events, including selecting and planning projects, overseeing risk, and monitoring progress
- Ensure necessary volunteer certifications remain active and coordinate training opportunities with Wayne National Forest for chainsaw and first aid/CPR certifications
- Complete needed volunteer paperwork as directed by the U.S. Forest Service
- Develop trail skills curriculums and train adult and youth volunteers in trail maintenance and monitoring basics
- Cultivate a community of shared stewardship by facilitating volunteer engagement and connection to local recreation assets

Communications & Trail User Education

- Ensure trail user advisories are issued in a timely manner and posted in proper locations, including race notices/closures, burn notices, hunting notices, and trail closures
- Develop trail user educational materials and methods for their distribution to ensure proper trail behaviors
- Develop online communication materials as needed to communicate important trail information and advisories with the public

Qualifications

Required:

- Experience in sustainable trail-building and maintenance techniques
- Experience working with and instructing youth and adult volunteers in outdoor environments
- Strong professional verbal and written communication skills with the public, partners, interns, and volunteers
- Ability to work outside in adverse weather conditions year-round, safely work with a variety of trail tools, occasionally lift and/or move 40 pounds or more, and hike extended distances over rough terrain
- Valid driver's license and access to reliable transportation
- Ability to delegate tasks and track workflow of junior employees, interns, and volunteers
- Strong organization skills and ability to work independently and collaboratively in both an office setting and outdoors while managing multiple ongoing tasks

- Willingness to develop new skills by attending trainings as needed
- Ability to manage multiple tasks and deadlines, develop new ideas, and assist with a variety of ongoing projects
- Enthusiasm for outdoor recreation, community engagement, and volunteer

programs **Preferred:**

- Educational background in recreation, environmental studies, or related field
- Active Wilderness First Responder certification (WFR) or higher
- Knowledge of Southeast Ohio's unique history, challenges, and natural assets
- Interest in and knowledge of outdoor recreation, including mountain and road biking, hiking, rock climbing, paddling, and other local activities
- Active Sawyer Certification from the US Forest Service of B – Bucking Only or higher, or willingness to obtain this certification
- Ability to ride a mountain bike and familiarity with mountain biking skills and maintenance
- Experience in GIS and Cartography

Position Details

- **Reports to:** Executive Director
- **Location:** Office in Nelsonville, OH, with regular work throughout the Baileys Trail System and occasionally remote
- **Hours:** Full-time, with occasional evenings/weekends for events
- **Compensation:** Full-time exempt position -45K salary, health stipend, OPERS

About ORCA

The Outdoor Recreation Council of Appalachia (ORCA) is a council of governments advancing outdoor recreation, regional collaboration, and community development across Southeast Ohio. ORCA works to amplify the outdoor recreation economy through strategic partnerships, public engagement, and stewardship of the region's natural resources.

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

How to Apply

Please send a resume, cover letter, and two references to info@orcaohio.com with the subject line "Trail Maintenance Manager Application." Applications will be reviewed on a rolling basis until the position is filled. For best consideration, apply no later than **Friday, March 6th.**