



TRAILS COORDINATOR
Mammoth Lakes Trails and Public Access Foundation
Mammoth Lakes, CA

POSITION SUMMARY

In partnership with Mammoth Lakes Recreation, a public benefit corporation established by the Town of Mammoth Lakes to deliver a variety of recreation focused programs including the Town's component of the Mammoth Lakes Trail System, the Mammoth Lakes Trails and Public Access Foundation (MLTPA) is seeking experienced and energetic candidates to submit their qualifications and a letter of interest for the position of Trails Coordinator. A successful candidate will report to MLTPA's Board of Directors while supporting the Mammoth Trails Committee, a standing public committee of Mammoth Lakes Recreation, which is charged with the governance and oversight of the Town of Mammoth Lakes' component of the Mammoth Lakes Trail System. The Mammoth Trails Committee provides policy and budgeting recommendations and program accountability for the Mammoth Lakes Trail System to the Mammoth Lakes Recreation Board of Directors.

The Trails Coordinator will work closely with a variety of partners, including the United States Forest Service, the Town of Mammoth Lakes, local and regional user groups and non-profit partners. Responsibilities will include the successful planning, implementation, and management of Mammoth Lakes Trail System projects and programs as authorized by the Mammoth Trails Committee, serving both non-motorized and motorized transportation and recreation needs through the implementation of the Town of Mammoth Lakes "Trail System Master Plan".

Job duties will include staffing and convening the Mammoth Trails Committee, supervision of MLTPA staff and contractors, tasks assigned by the MLTPA Board of Directors in support of the Foundation, and tracking and accounting for public funds as contracted by the Town of Mammoth Lakes for projects and programs to be implemented by the Mammoth Trails Committee. Other responsibilities will include working with the Mammoth Trails Committee on the programming, strategic and tactical planning, budgeting and financial management, capital construction project consultation, and promotion of the Mammoth Lakes Trail System in conjunction with both Mammoth Lakes Tourism and Mammoth Lakes Recreation.

ORGANIZATIONAL BACKGROUND

The Mammoth Lakes Trails and Public Access Foundation (MLTPA) is a 501(c) 3 non-profit organization incorporated in 2007 as a public benefit corporation in the State of California. MLTPA advocates for, initiates, facilitates, and participates in the planning, implementation, management, and stewardship of a four-season trail system in Mammoth Lakes and the immediate Eastern Sierra. MLTPA's vision is to be an effective, independent leader that connects the community with its majestic natural setting, helping to sustain an exceptional quality of life and a prosperous local economy.

THE MAMMOTH LAKES TRAIL SYSTEM

The Mammoth Lakes Trail System (MLTS) celebrated its Grand Opening on October 20, 2012, offering exceptional recreation opportunities on more than 300 miles of trails and related infrastructure through a partnership between the Town of Mammoth Lakes and the United States Forest Service. The MLTS website - www.mammothtrails.org - documents the trails, activities, destinations and experiences that connect granite crags, trout-stocked lakes, pine forests and alpine meadows to local residents and visitors from around the world. Managed jointly by the Town of Mammoth Lakes and the Inyo National Forest, the MLTS includes connections to three renowned Wilderness areas, the Devils Postpile National Monument, the Pacific Crest Trail, the John Muir Trail and much more, with these attractions easily accessible from the community of Mammoth Lakes.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Trails Coordinator position will include responsibility for leading efforts necessary to plan, design, build, manage and maintain the Mammoth Lakes Trail System. The following is representative of the essential duties of the Trails Coordinator:

- Provide staffing and convening support for the Mammoth Trails committee, including agendas, posting of public notices, and the contractual and budget oversight for the Mammoth Lakes Trail System program consistent with the needs of a public agency.
- Work effectively with government agencies, stakeholders, businesses, and nonprofit partners to implement the infrastructure, programs and promotion of the Mammoth Lakes Trail System through the development and execution of annual programs of work informed by a strategic long term action plan.
- Work with both MLTPA and MLR to raise funds and leverage public dollars through grants, donor programs, and development campaigns to support projects and programs that benefit the Mammoth Lakes Trail System.
- Represent the Mammoth Lakes Trail System in public, and provide periodic updates and annual reports to the Mammoth Lakes Recreation Board of Directors, regional stakeholders, and a variety of public agencies
- Review and develop public policies that favor further development of the Mammoth Lakes Trail System.
- Assist in the marketing and promotion of the Mammoth Lakes Trail System including maintenance of the mammothtrails.org website and the maintenance of the Mammoth Lakes Trail System brand.

DESIRED EXPERIENCE AND QUALIFICATIONS

Experience

Five or more years of increasingly responsible professional experience in trail system management and programming. Direct experience managing projects with, or in conjunction with, federal land management agencies required. Experience in land use planning, community development, real estate, project management, or related experience, preferably for a nonprofit organization or a public agency that includes responsibilities for strategic planning, program planning, budgeting, implementation, evaluation, and fundraising, will be

considered. Experience managing or interacting with nonprofit and public agency board members is preferred.

Education

Undergraduate degree from an accredited university or college, advanced degree preferred. A variety of educational backgrounds may be considered, including urban/regional planning, natural resource or recreation management, public administration, landscape architecture, business, or a related field.

Competencies

- Demonstrated ability to work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships, building coalitions, and developing teams.
- Demonstrated experience working with public agencies to achieve goals and objectives on behalf of programs that may span multiple jurisdictions.
- Demonstrated ability staffing and convening public committees and familiarity with the public process.
- Demonstrated leadership ability and experience building and managing successful team efforts.
- A passion for the personal, social, and economic benefits of outdoor recreation. Knowledge of the Town of Mammoth Lakes, the Mammoth Lakes Trail System and Eastern Sierra geography preferred.
- Considerable working knowledge of bicycle, pedestrian, and recreational trail system planning, design, and construction, and multi-modal transportation system infrastructure principals and methods.
- Working knowledge of contemporary technology, including GIS, graphic design applications, Digital Asset Management, website development and CMS management, digital photography, file sharing server set up and administration, and the full variety of social media tools including Facebook, Twitter, Instagram and other emerging technologies.
- Working knowledge of contemporary office technology including word processing, spreadsheet, and business software, including MS Word, Excel, PowerPoint, and web based time tracking applications.
- Knowledge of applicable private land development regulations, transportation, recreation, traffic and other applicable regulations governing pathways and trails.
- Knowledge of land conservation practices, and familiarity with federal, state and local agencies and governmental processes including NEPA and CEQA.
- Excellent interpersonal, financial, and managerial skills.
- Superior writing and speaking abilities, and skilled in producing professional letters, memoranda, and reports.
- Demonstrated success in raising private and public funds and skilled in grant writing and grant management
- Ability to interpret complex written reports, records, plans, specifications, and technical drawings and communicate findings and analysis.
- Skills in evaluating costs and scheduling, and formulating recommendations for project implementation.

- ❑ Ability to communicate effectively either orally or in writing with architects, contractors, developers, owners, supervisors, employees, and citizens.
- ❑ Willingness to travel and to work out of doors in all seasons. Valid drivers license.
- ❑ Never ending sense of humor.

COMPENSATION

A successful candidate will be compensated commensurate with documented experience and consistent with the needs and demands of the position as described.

HOW TO SUBMIT

Interested candidates should email resume and brief cover letter to: hr@mltpa.org with “Trails Coordinator” in the subject line.

MLTPA is an Equal Opportunity Employer.