



# State Trail Coordinator

## Suggested Position Description

### RESPONSIBILITIES OF POSITION

#### Training

- Work with chapters to hold annual training sessions for chainsaw use, landowner relations, and other topics as needed.

#### Funding

- Maintain a follow up log on all grants.
- Identify and consider trail management and acquisition projects and draft related proposals to the Board of Directors.

#### Trail

- Coordinate trail planning, construction, maintenance and improvements within the Council's state or region.
- Maintain a master plan on the trail and plans from progress.
- Track construction and maintenance activity and report results to the Trail Council.
- Review trail projects with Chapters and at-large adopters.
- Request trail construction and maintenance pledges from trail groups in advance of each calendar year and follow up with them periodically as to progress.
- Work to combine efforts to meet statewide challenges more efficiently.

SAMPLE

### SHARED RESPONSIBILITIES

- Ensure that Chapter Meetings are held; attend at least one meeting of each chapter yearly.

#### Communications

- Maintaining close liaison with chapters, affiliates and public agencies

This Position Description is a suggested format that can be adapted by each Trail Council for its own use. An individual can be appointed to fill more than one position.