



<b>Job title</b>	<i>Director of Trails</i>
<b>Reports to</b>	<i>President and CEO</i>

### Job purpose

The Director of Trails plays a key role in overseeing Thrive Allen County’s bike and trail programs, with a special focus on managing Lehigh Portland State Park and coordinating with the Kansas Department of Wildlife and Parks (KDWP). This role involves the maintenance of trails, recruitment and management of volunteers, and collaboration with stakeholders to advance both local and statewide trail systems. The Director ensures that Lehigh Portland State Park meets high operational standards, oversees the development of new trails, and champions advocacy and educational efforts around bike and trail usage in Allen County.

### Duties and responsibilities

#### **Trails Stewardship**

- Serve as the ground supervisor for Lehigh Portland State Park, managing day-to-day operations and maintenance.
- Act as the primary liaison between KDWP and Thrive Allen County, ensuring smooth communication and collaboration.
- Oversee the upkeep of Lehigh Portland State Park, including mowing, weed control, tree clearing and trimming, trash removal, and other essential maintenance tasks.
- Host quarterly meetings between KDWP and local officials to discuss park developments, issues, and plans.
- Report regularly on the condition of Lehigh Portland State Park and notify KDWP immediately in case of emergencies.
- Recruit, organize, and supervise volunteers for clean-up projects, focusing on debris and scrap metal removal on Lehigh Portland State Park property.
- Coordinate between KDWP and contractors (engineers, architects, construction teams) to manage building and trail projects within the park.
- Manage habitat conservation efforts within Lehigh State Park, focusing on controlling invasive species, restoring native ecosystems, and promoting biodiversity through sustainable land management practices.

#### **Trail Planning and Advocacy**

- Oversee statewide trail initiatives, including long-term planning and the execution of trail-building projects.

- Provide support to Thrive’s partners by contributing to trail route planning, reviewing resource management plans, and assisting in local or regional trail development policies.
- Offer input to Thrive on broad policy issues related to recreation, environmental sustainability, and cultural resource protection.
- Lead the Build a Bench program, advocating for and managing trail-building projects across the state.
- Assist in designing new trails and assessing existing ones to maintain high-quality infrastructure and safety standards.
- Collect GPS data and update GIS maps for both existing and potential trail routes.

### **Other Responsibilities**

- Oversee all volunteers and contracts related to bikes and trails, ensuring effective coordination and communication.
- Prepare and submit reports with recommendations for the bike and trails program, providing updates to grant teams or city administrators when necessary.
- Perform minor maintenance and repairs at Thrive’s office and Annex building as needed.
- Ensure timely and efficient responses to communications, requests, and questions regarding the bike and trail programs, in collaboration with the Communications team.
- Other projects and duties as assigned.

### **Qualifications**

- Completion of a four-year B.S. or B.A. degree in a natural resources-related field such as forestry, outdoor recreation planning, or other similar fields **or equivalent work experience** is preferred.
- Excellent mechanical skills required.
- 1-2 years experience in trail construction techniques and organizing volunteers preferred.
- Knowledge of trail design, construction, and maintenance concepts and techniques.
- Knowledge of GPS data collection and GIS software is preferred.
- Strong leadership experience.
- Strong presentation and verbal communication skills.
- A friendly personality who enjoys working with the public.
- Professional attitude and appearance.
- Strong critical thinking skills with experience managing deadlines and budgets.
- Familiarity with grant budgets preferred.

### **More Information**

- Thrive is an EOE
- Allen County residency preferred.
- Compensation and Benefits: \$48,000-\$52,000 annual salary dependent on qualifications. Salary position with medical and dental benefits and 100% of premiums paid by the employer, IRA with 3% employer match, 120 hours of paid vacation a year, and 11 paid holidays.
- Thrive places a high priority on team players and community-minded individuals
- Must complete a criminal background check.

**To apply send your resume, cover letter, and three references  
to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)**

