Job title | Bike and Trails Coordinator
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Reports to | Director of Trails

**Job purpose**

The Bike and Trails Coordinator is responsible for overseeing the free bike-share program and working with the Director of Trails to develop and construct new trail systems and maintain current trail systems.

**Duties and responsibilities**

**Programs and Advocacy**
- Oversee and coordinate bike-share program.
- Ensure quality and safety of bike and trails equipment, performing routine maintenance and making repairs, as needed.
- Track data of bicycle and trail usage.
- Assist in advocacy and awareness activities educating the public on Thrive’s bike and trail programs and represent Thrive at bicycle advocacy and awareness events.

**Trail Planning and Protection**
- Assist in new trail design and assessment of existing trails to ensure built environment is kept to high standards.
- Provide regular maintenance to trail routes and pathways.
- Learn to collect GPS data for current and potential trails and perform GIS mapping updates, as necessary.
- Assist Director of Trails in trail route planning where needed, including reviewing and providing input on resource management plans, local or regional trail or development plans or other policy development.
- Provide input and assistance to Thrive in the development of trail- wide policy guidance on a broad range of recreation, environmental, natural and cultural resource issues.

**Volunteer Management**
- Develop and strengthen bike and trails volunteer program by providing technical assistance to volunteers.
- Assist in creating and providing volunteer training in trail standards, construction and maintenance, crew leadership, trail protection and landowner negotiations.
- Assist in organizing and leading volunteer work crews to perform bike maintenance, trail maintenance, and trail construction, when needed.
- Assist in identifying volunteer recruiting needs and opportunities in the region.
Other Responsibilities
- Ensure that all bike and trail communications, requests, and questions are addressed in a timely manner.
- Provide content updates for Thrive publications, social media, etc.
- Other projects and duties as assigned.

Qualifications
- Mechanical skills (1-3 years hands on experience working on bicycles, preferred).
- Ability to work outdoors for long periods of time in different weather conditions.
- Knowledge of trail maintenance concepts and techniques.
- Ability to communicate clearly and effectively in a professional manner.
- Friendly personality who enjoys working with the public.
- Professional attitude and appearance.
- Strong verbal communication skills.
- Strong problem-solving skills.

More Information
- Thrive is an EOE
- Compensation and Benefits: $19.24/hr. Hourly position with medical and dental benefits and 100% of premiums paid by employer, IRA with 3% employer match, 120 hours of paid vacation a year and 10 paid holidays
- Thrive places a high priority on team players and community-minded individuals

To apply send your resume, cover letter, and 3 references to jobs@thriveallencounty.org