



Job Description:
Trail Care Crew Leader

Location:

Canada Wide

Contract:

7 Months (May – December, 2015)

Overview:

The Trail Care Crew Leader position is a 7 month contract position primarily responsible for facilitating Trail Care Crew workshops across Canada alongside the Manager of Field Programming. Key tasks include providing Trail Care Crew workshops to partner organizations across Canada, giving educational presentations, reporting and promoting program successes through social media and other outlets, and providing specialized trail and organizational knowledge to assist partner organizations. Various public relations and administrative tasks will also be assigned.

The Trail Care Crew leader works with the Manager of Field Programming, IMBA Canada staff and volunteers, and the general public to help further IMBA Canada's overall mission.

The Trail Care Crew leader should have a high level of adaptability and confidence, and be willing to take direction as well as work independently. As an ambassador of IMBA Canada, the Trail Care Crew leader will have a strong desire to always represent IMBA Canada in a positive manner.

The position assumes a varied weekly schedule and continuous travel.

- Represent IMBA Canada with an enthusiasm, energy, and a positive attitude.
- Lead trailbuilding workshops for staff, members, and volunteers of IMBA Canada-affiliated clubs and partners.
- Provide additional educational presentations to partner organizations where needed.
- Participate in trail events (group hikes, group mountain bike rides, trail openings, and trail conferences and summits) and other events related to the work of the organization.
- Assist in basic planning and design for trails and trail events.
- Promote the successes of the TCC through social media outlets and blogs.
- Assist with capturing program data, and preparing program reports for partners, sponsors, and the mountain biking community.
- Support other field programming efforts.

Pay Rate:

\$2250 Per Month, some expenses included.



Skills, Qualifications, and Abilities:

- Outgoing and enthusiastic.
- Personable and able to work with a wide variety of people.
- Strong written and verbal communication and presentation skills a must.
- Extensive experience in mountain biking and cycling, ability to ride at a high level.
- Skilled in a variety of office-based software systems (e.g., MS Word, Excel, PowerPoint)
- Bilingual in French/English considered an asset.
- Basic knowledge of trail design, construction and maintenance practices and techniques an asset.
- Desired: experience working with land management agencies and other government entities.

Responsibilities include:

TCC Workshop

- Coordinate with host organizations to plan and execute each TCC visit, including organizing logistics for each visit upon arrival, conducting a field assessment of the suggested project site to determine suitability, providing helpful guidance and advice, and delivering a well run workshop targeted towards the partner organizations needs.
- Write blogs and social media posts in a timely manner that highlight program successes while thanking sponsors and partner organizations.
- Document program work through visit reports to staff, photography, blogs, newsletter articles, key metrics and statistics for each event.
- Communicate frequently with Regional Coordinators and other IMBA Canada staff to optimize visits, order program collateral, and promote the program.
- Update the TCC curriculum with new examples and information where available.
- Handle the merchandising and sale of IMBA Canada product at events.

Field Program Support

- Support Trail Solutions efforts by providing field or office support where needed, including assisting with the planning and design of trail and producing of supporting documents.
- Respond to inquiries related to field programming under guidance of the Field Program Manager.
- Assist in the delivery of other field programming efforts, such as the education and facilitation around MTB Project, Take a Kid Mountain Biking Day, ICP, etc.

Administration

- Perform administrative tasks that include expense reports and product inventory for TCC and other field programming
- Manage information and data storage/sharing.

Posting: April 8, 2015 **Starting date:** May 16
Supervisor: AJ Strawson, Manager of Field Programming



Salary: \$2,250/month. 7 month contract.

Applying: Interested applicants should send a cover letter and resume **in the same file** to aj.strawson@imba.com by April 17, 2015