



Position Description

Position Title: Trail Care Supervisor

Position Status: Seasonal - Full Time

Reports To: Executive Director

Summary

The Trail Care Supervisor is responsible for supervising the Friends of Kananaskis Country (FKC) Trail Care program. This is a technical field position combined with volunteer management, public outreach, and program development responsibilities. The Trail Care Supervisor works independently and collaboratively with the FKC Executive Director and Program Coordinator, volunteers of all backgrounds and skill levels, and Alberta Environment and Parks (AEP) to plan and perform trail building, maintenance and repairs on non-motorized trails throughout Kananaskis Country.

Essential Duties and Responsibility

The following responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Trails Program Development and Supervision

- Lead the approved annual Trail Care work plan for both front-country (< 5km trail access to work site) and backcountry (> 5km trail access to work site).
- Implement and lead a new backcountry trail program using e-bikes, Bob trailer, packable tools and skilled volunteers.
- Participate in the identification of potential new trail care projects, and scope assessments for identified projects.
- Ensure FKC safe work practices and policies are followed.
- Develop and maintain collaborative and effective relationships with AEP, partners and stakeholders.
- Act as a liaison between FKC, AEP, and partners as it relates to trail stewardship and outreach.
- Participate in the creation of multi-year work plans, policies and procedures.
- Attend staff meetings as required.
- Act as an ambassador for the FKC mission and programming.
- Track and provide statistics and reporting for projects completed

Trails Building, Maintenance and Repair

- Coordinate projects, supplies and equipment, delivery of tools or equipment to various project sites as necessary.
- Collect and provide point data for trail condition assessment and signage assessment.
- Create way-finding signage proposals and install approved signage.
- Manage inventory of tools, equipment and cargo trailer.
- Operate and maintain tools and equipment, including hand tools, small power tools, chainsaw, and e-bikes.

Volunteer Management and Training

Support the Program Coordinator to:

- Recruit, train and lead volunteer crew leaders.
- Plan, prepare and lead regularly occurring volunteer trail days ranging in size from 5-20 volunteers.
- Train, mentor, motivate and manage volunteer workers as needed.
- Lead specialized backcountry volunteer program.
- Assist in development of creative and appealing opportunities for volunteer engagement, recognition, and training.

Skills and Experience

- In-depth experience in multi-use trail design, layout, construction and maintenance using hand tools.
- Time management and project management skills; ability to self-manage.
- Physically fit for manual labour, able to lift heavy loads up to 50 lbs.
- Comfortable in a wilderness setting with adverse weather, bugs, wildlife, variable trail and project site conditions.
- Ability to think creatively and solve problems.
- Flexibility in adjusting to changes in task scheduling, priorities and weather.
- Ability to work effectively with a wide range of people, including staff, land managers, volunteers, the public.
- Professional, outgoing, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others.
- Punctual and reliable.
- A post-secondary Degree in a related field and/or experience commensurate with the needs of the position.
- A valid driver's license and clean abstract.

Qualifications

- Experience building and maintaining multi-use trails required.
- Experience leading a team, coaching, and/or supervising required.
- First aid certification required. Wilderness First Aid certification an asset.
- Clearing saw or chainsaw certification an asset.
- Experience with Excel and Word required.
- A passion and knowledge for the outdoors, Kananaskis Country and for working with volunteers.

Position Type

- Seasonal (seven months April – November)
- Full-time (40 hours/week). Some weekend and evening work.
- Approximately 80% Field and 20% Office work

To apply, please send a resume, compelling cover letter, and two references to info@kananaskis.org. We are accepting applications on a rolling basis and applications will be considered until the position is filled. Only those applicants selected for an interview will be contacted.