



Program Manager

Salaried, Half-Time (20 hours/week), \$35,000/year

Reports to: The Vermont Trails & Greenways Council Board of Directors

Introduction

Recognized in statute, the Vermont Trails & Greenways Council (VTGC) serves as the consolidated, expert voice for trail groups in Vermont, including the nonprofit stewardship organizations responsible for developing and maintaining the majority of public access trails in our State. Collectively through our member organizations, the VTGC represents over 50,000 individual Vermonters, logs 100,000+ hours of volunteer time annually, manages and maintains 7,750+ miles of public access trails, and supports 50,000+ jobs statewide. The VTGC currently operates with no paid staff, relying on a volunteer board to recruit and communicate with membership, advise on policy and legislation, and co-manage the Vermont Trails System (VTS) with Vermont Forests, Parks, & Recreation (VT-FPR).

Over the past several years and as the popularity of recreational trails has boomed, the VTGC has identified the need to develop clearer, stronger best management practices (BMPs) for trails along with a more robust technical assistance capacity to support our members in implementing these BMPs. Additionally, the growth in the profile and economic impact of recreational trails has raised the importance of our engagement on policy and legislation, necessitating a more active and engaged role for the VTGC in Montpelier, fulfilling both our advisory role to the Agency of Natural Resources and providing guidance to policymakers.

To fulfill these responsibilities, the VTGC is seeking a part-time Program Manager with a deep understanding of the outdoor recreation landscape in Vermont, the organizational capacity to manage and execute the functions of the Council, and the ability to work closely with the Board and VTGC partners to improve the quality and quantity of trail-based recreation in Vermont.

Summary of Position

Under the direct oversight of the Board of Directors and working closely with VT-FPR, the VTGC Program Manager will lead our effort to consolidate, clarify, and better communicate a set of collective BMPs for trails in Vermont, as well as to work with other stakeholders to address gaps that may exist. They will also lead the effort to develop technical assistance tools and resources for our members to help them implement these practices and more efficiently build and maintain sustainable trails.

Additionally, in order to fulfill our statutory role and under the guidance of the VTGC Board, the Program Manager will work closely with VT-FPR to integrate the BMPs described above into

the Vermont Trails System (VTS), improve the policies and process pertaining to the development of trails on State-managed land, and pursue sustainable funding sources for the long-term stability of outdoor recreation stewardship in Vermont.

Applicants should be detail-oriented, have experience with project management, and have strong communication skills. Candidates should also possess a deep understanding of the community and outdoor recreation landscape in Vermont. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Duties and Responsibilities

1. VTGC Administration
 - 1.1. Schedule, organize, and lead official Council meetings
 - 1.2. Manage official VTGC correspondence
 - 1.3. Oversee VTGC operations and budget, in coordination with the Board
 - 1.4. Meet regularly with the VTGC Executive Committee
2. Marketing and Member Recruitment
 - 2.1. Develop and draft a regular newsletter for VTGC membership
 - 2.2. Lead recruitment of additional VTGC members
 - 2.3. Provide support to existing members
 - 2.4. Field regular surveys to assess membership needs
3. Technical Assistance
 - 3.1. Lead the effort to establish a common set of high-level BMPs for trail planning, construction, maintenance, and operation
 - 3.2. Lead an update of the VTGC website, focused on providing more support to VTGC members and Vermont trail organizations, generally
 - 3.3. Integrate more rigorous, use-specific BMPs and their various supporting resources into a more comprehensive digital resource for trail organizations
4. VT-FPR Collaboration
 - 4.1. Lead an update to the VTS to include acknowledgment of the BMPs identified above
 - 4.2. Manage the VTS, including the application process, BMP guidance, and technical support
 - 4.3. Provide timely guidance on all policy considerations relevant to recreation trails
 - 4.4. Provide guidance and develop a work plan for revising the project approval process and supporting tools for trails on State-owned land
5. Legislative Engagement Coordination
 - 5.1. Provide materials and support to contracted Public/Government Relations firm as needed
 - 5.2. Coordinate VTGC input and testimony on legislation
 - 5.3. Serve as a voice for the VTGC with legislators, engaging the VTGC Board as appropriate

Minimum Qualifications

1. Five years of relevant professional experience, including work in the field of outdoor recreation, stakeholder engagement & management, and communications
2. A bachelor's degree in a related field
3. Proficiency with Microsoft Office and Google Workspace
4. Experience with WordPress or other website content management system
5. Two professional references

Desired Skills & Abilities

1. Understanding of the outdoor recreation community and landscape in Vermont
2. Excellent interpersonal skills and an ability to connect with a diverse array of audiences
3. Able to clearly articulate the VTGC's mission and values
4. Capacity to independently manage multiple projects simultaneously
5. Strong time management, attention to detail, and organizational skills
6. Prior experience and/or skills in project management
7. Passion to improve the quality and quantity of outdoor recreation in Vermont

How to Apply:

Qualified candidates are asked to please submit a cover letter, resume, and two references to board@vermonttgc.org. Please use "VTGC Program Manager" in the subject line. The Hiring Committee will begin reviewing applications immediately. The job posting will close on January 31st, 2023 at 11:59pm.