

Trail Program Manager

Cincinnati Off-Road Alliance
Greater Cincinnati/Northern Kentucky Area



The **Trail Program Manager** will oversee trail development, implementation, and maintenance projects, and provide leadership for the trail specialist crew. This role will ensure all projects meet the highest standards of sustainability, environmental stewardship, and user experience. The ideal candidate loves to work with people and is adept at managing all phases of trail development, implementation, and maintenance. They are skilled at collaborating with professionals and volunteers, and they excel at fostering community engagement. This leader will take ownership to achieve our mission.

Who we are: The Cincinnati Off-Road Alliance (CORA) has been developing natural surface trails in the Northern Kentucky / Cincinnati area since 1996. Today, we work towards creating a regional, connected trail network that will foster more a more vibrant community centered around outdoor culture. This position is integral in achieving that vision.

What CORA Offers:

- The chance to lead impactful projects that promote sustainable recreation and community connection.
- Health, Dental and Vision insurance
- Twelve paid holidays a year plus two weeks paid vacation a year
- A collaborative, mission-driven work environment.
- Competitive salary and professional development opportunities. Salary range for this position is \$29-\$38 per hour, full time/non-exempt

Key Responsibilities:

- **Trail Planning & Development:**
 - Oversee trail project assessments, conceptual planning, and feasibility studies using data-driven and community-based approaches
 - Integrate physical, environmental, economic, and social sustainability principles into trail designs, aligning with best practices
 - Assist in the management of the design process, including geospatial data collection, flagging trail corridors, and creating construction documents

- **Project Management:**
 - Oversee trail construction projects from concept to completion, ensuring adherence to timelines, budgets, and quality standards
 - Manage expectations through thorough communications with contractors and partners on large-scale and specialty projects
 - Develop cost estimates and manage contractor bid processes for trail projects
 - Monitor construction progress and ensure compliance with environmental regulations and permitting requirements
 - Serve as a liaison between CORA and external partners to maintain positive relationships and enhance CORA's reputation as a leader in sustainable trail development
- **Volunteer Coordination & Engagement:**
 - Work with volunteer trail stewards to organize trail maintenance and build days, ensuring safety and effectiveness
 - Foster a sense of ownership and pride among volunteers by incorporating them into appropriate stages of the trail development process
 - Coordinate volunteer recruitment, training, and recognition programs to grow and retain the volunteer base
 - Assist in the training of volunteers on trail maintenance best practices and environmental stewardship
 - Ensure that safety protocols and risk mitigation practices are followed during trail maintenance and volunteer activities, particularly when using tools or working in challenging environments
- **Quality Assurance and Ongoing Maintenance**
 - Conduct post-construction inspections to ensure trails meet durability, sustainability, and user-experience standards
 - Maintain documentation of completed projects, including GIS maps, reports, and maintenance plans
 - Conduct regular trail inspections to identify trail surface maintenance needs, invasive remediation, drainage improvements, and unauthorized trail removal
 - Oversee trail maintenance program as a service to land managers

Qualifications

- Minimum 3 years of project management experience in trail development, construction, or a related field.
- Knowledge of common trail standards, condition surveys, and various trail activities, including hiking, cycling, mountain biking, and general trail maintenance

- Proficiency in sustainable trail design principles, including rolling contour trail design, environmental review processes, and adaptive trail standards
- Familiarity with tools like GIS software for mapping and data collection
- Knowledge of volunteer management and community engagement strategies
- Strong organizational, leadership, and communication skills; ability to manage multiple priorities and inspire a diverse team of volunteers and contractors.
- Associate's degree in environmental science, recreation management, or related fields preferred but not required; relevant experience and training also considered.

Physical Requirements

- Occasionally required to hike 5-10+ miles or trail ride 20+ miles.
- Frequently required to utilize hand and finger dexterity.
- Occasionally exposed to wet and/or humid conditions.
- Work near moving mechanical parts.
- Work in steep, precarious places.
- Required to lift 50lbs repeatedly and 100lbs occasionally.
- Occasionally work around fumes, airborne particles, or toxic chemicals (utilizing appropriate PPE).
- Continually exposed to outside weather conditions.
- A large portion of work occurs outdoors in remote locations.
- While performing the fieldwork duties of this job, the noise level is usually moderate but can be very loud depending on the tools.
- Wear personal protective gear correctly when appropriate.

Time Commitment

The typical work schedule is generally from 9:00am to 5:00pm. Monday to Friday, with weekend volunteer events (3-4 days per month), totaling up to 40 hours per week. Hours may vary due to weather and project needs, The role includes office work, remote work, and fieldwork.

How to Apply:

[Submit your resume, cover letter, and references to the online form.](#)

Applications will be accepted until March 12, 2025.

