



Position: Recreation Manager
Salary Range: \$57,500 – \$62,500 commensurate with experience
Benefits: Health Insurance, Paid Time off, Paid Holidays
Status: Full Time – 40 hours – Permanent – Exempt
Reports to: Land Management Director

Primary Responsibilities:

- ❖ Supervise Land Stewardship staff
- ❖ Oversee develop, care and maintenance of recreation facilities, infrastructure and improvements, including trails, trailheads, disc golf course, birding infrastructure, etc.
- ❖ Coordinate staffing to assist the Conservation Manager, as needed
- ❖ Assist Land Management Director in development of property management plans, including providing GPS data to support monitoring and land management plan updates in accordance with Land Trust Alliance Standards and Practices
- ❖ Support the Resource Advisory Committee, as needed

Volunteer Component

- ❖ Plan, coordinate, monitor and conduct volunteer work events in partnership with the Volunteer Coordinator; provide training for trail care volunteers and volunteer leaders; build and maintain positive working relationships with volunteers
- ❖ Provide support to partner organizations, including scouting projects, on recreation properties and maintain project database
- ❖ Coordinate and maintain the Trail Care Corps, including database management, orientation and onboarding, networking events, and communication
- ❖ Support volunteer retention and recognition efforts

Philanthropic Component

- ❖ Identify funding opportunities for recreation projects and assist in drafting funding proposals
- ❖ Implement, track and report on awarded stewardship and recreation grants and/or restricted funding

Outreach

- ❖ Support organizations philanthropic efforts and promotion and communication efforts, as needed
- ❖ Maintain good working relationship with first responders
- ❖ Present and represent the Land Trust at public events, partner meetings and trainings
- ❖ Manage logistics of Land Trust major fundraising events, including event set-up, event rentals and event cleanup

Administration

- ❖ Assist with budget development for recreation projects
- ❖ Work within budget to complete recreation projects, including negotiation and contracting with vendors and contractors
- ❖ Manage all recreation equipment and vehicles, including care and maintenance
- ❖ Monitor and maintain an inventory of tools, equipment, supplies and signage related to property management
- ❖ Assist Land Management Director with land monitoring and boundary marking tasks, as needed
- ❖ Support Land Stewards with maintenance of recreation facilities, infrastructure and improvements, as needed

Other duties as assigned

Job Skills and Qualifications:

- Bachelor's degree in natural resource management, forestry, environmental science, recreation management, or related field or equivalent relevant experience
- 1-3 years of relevant experience in natural resource management, environmental science, land conservation management, recreation management, forestry or related field
- Strong project management skills with ability to complete projects within deadlines and established budget
- Basic mechanical abilities and familiarity using and maintaining battery, gas, and hand operated tools and equipment.
- Ability to read and interpret aerial photography, topographic maps, deeds, surveys, as well as ability to navigate property in the field
- Excellent written and verbal communication skills; ability to explain conservation practices to technical and non-technical audiences
- High level of computer skills, including proficiency with MS Word, PowerPoint and Excel
- Ability to lift up to 50 pounds, hike long distances and work in a variety of terrains and weather conditions
- Ability to transition work environments between outdoor responsibilities, administrative oversight, special event coordination, and public outreach
- Professional attitude and demeanor and comfortable communicating with colleagues, volunteers, and the general public
- Organized, reliable, self-directed, detail-oriented and able to manage multiple projects simultaneously
- Ability to work independently and with a team
- Possession of a valid Alabama State driver's license and verifiable proof of auto insurance
- Ability to travel throughout the Land Trust service area
- Ability to work non-standard hours, including some evenings and weekends

Preferred

- Experience with earth moving equipment, mowers, and tractors
- Certifications in wilderness first aid, chain saw operations, and trail building
- Experience with GIS and GPS to create maps, including creation of presentation maps
- Supervisory experience