



Job Announcement Trail Builder - Cline Butte

The Central Oregon Trail Alliance (COTA) seeks a positive, resourceful, and experienced Trail Builder for this limited duration position. The right candidate will learn the organization's needs quickly, complete high quality work, and demonstrate great judgment. The Trail Builder will embody COTA's mission to develop, protect, and enhance the Central Oregon mountain bike experience. This position reports to COTA's Trails Program Director.

This position is funded by a grant from Visit Central Oregon (VCO). The key activity of this project is to build 2.5 miles of mountain biking trails at the Cline Buttes Recreation Area north of Tumalo, Oregon. The trails to be built and their purposes are:

- 0.9-mile two-way trail to connect the Cline Butte trails to the Cascade View trails.
- 0.3-mile uphill trail that would connect the "Saddle" to the summit of Cline Butte, allowing riders to ride a trail instead of a dirt road.
- Two intermediate downhill trails tentatively named "Saddle V2" (0.8-mile) and "The Slot" (0.6-mile) that would provide intermediate downhill riding options when the existing "Saddle" trail is seasonally closed to avoid disturbing an eagle nest.

In addition, this job will work on maintenance of trails in the Cline Butte and Cascade View trail systems as needed. The work includes direct trail work and leading volunteer trail work events.

The job will mostly be all on-trail work with some off-trail work. Approximately 90% will be on-trail work including layout of trail, construction of trail, maintenance of trail, and leading groups of volunteers. The other 10% will be off trail work including planning for trail work events, coordinating and training volunteers, and documentation and general office work.

The limited duration job is full time at 40 hours a week, for a total of 1,000 hours for 6 months (June - November) in 2024. Once the Trail Builder builds the trails described above and reaches 1,000 hours, the job will end and will not extend past the grant period. The ability to take time off during the listed work periods will be limited. Evening and weekend work, as well as travel to and from the work site, will be required.

About You:

- Experienced and open-minded trail builder: You have extensive trail building and maintenance experience, but you remain open to learning and improving.



- Organized: You enjoy working “off trail” doing a variety of coordination, planning, training, and organizational tasks.
- Leader with interpersonal skills: You’re comfortable leading trail crews, training volunteers, participating in meetings, and more. You lead with confidence, keep it fun, and show empathy and respect for others.
- Initiative: You seek out projects, take ownership of your work, and achieve positive results.
- Mission-driven: You love trails and share our passion for mountain biking!

Responsibilities:

- Trail Construction and Maintenance
 - Oversee trail construction and maintenance in coordination with COTA staff, land managers, and other stakeholders as necessary. Assess needs, plan, and execute work accordingly.
 - Construct trails in accordance with the plan of work developed by COTA’s Trails Program Director.
 - Identify and address deferred maintenance needs on trails.
 - Work in coordination with COTA’s Trails Program Director and Redmond Chapter Representative to plan and execute trail building and maintenance.
 - Maintain Caltopo tracking system for trail maintenance with Trail Maintenance Coordinator.
- Volunteer Management:
 - Lead trail crews doing a wide variety of trail building and maintenance work (e.g., tread work, drainage, brushing, jumps, berms, rock work, etc.).
 - Recruit, train, assign, manage, equip, and support volunteers.
 - Maintain high safety standards for yourself and others and be a leader in responding to any incidents that may occur.
 - Build volunteer capacity to complete the trail work needs.
 - Manage power equipment, hand tools, refreshments, sign-in sheets, waivers, and logistics for work events.

Qualifications:

- 2+ years or 1,000+ hours trail building/maintenance experience demonstrating increasing levels of knowledge and responsibility. Demonstrated experience with all aspects of trail building and maintenance (e.g., tread work, drainage, brushing, jumps, berms, rock work, etc.).
- Ability to do hard manual labor for extended periods, lift 50 pounds, hike and bike multiple miles, and spend entire days working in inclement weather.



- Experience operating machinery such as a mini excavator, skid steer, powered wheelbarrow, and chainsaw.
- Experience mapping and designing new trails. Demonstrated ability to communicate plans for new trails to stakeholders. Provide examples of trails you have designed and built, ideally with photographs.
- Proven experience managing volunteers in the field, accomplishing projects safely and effectively.
- Exemplary ability as a respectful communicator with the ability to build rapport, facilitate respectful conversations, mediate disputes, navigate interpersonal conflicts, and manage persons that are not demonstrating respectful and inclusive behavior.
- Experience with complete and accurate record keeping and documentation.
- Basic First/CPR certification, or ability to become certified prior to commencing work. Wilderness First Aid or higher level safety training.
- Proficient with general office software (e.g., word processing, email, spreadsheets, etc.). Mapping or GIS software experience is a plus.
- Must have great written and verbal communication skills, and be able to lead crews, meetings, and trainings.
- Able to balance competing objectives and possess excellent time management skills.
- Valid driver's license, clean driving record, and reliable personal vehicle. Ability to drive a truck with a trailer.
- A passion for mountain biking trails and COTA's mission and vision is essential.

Hours, Compensation, and Location:

- Limited duration position with a maximum of 1,000 hours. Average of 40 hours per week for 6 months (June - November) in 2024.
- Hourly rate of up to \$26 depending on qualifications and experience.
- Location: You will primarily work in the field on the Cline Buttes Recreation Area. When you are not in the field you will work from home. You must be based in Central Oregon, preferably Bend, Redmond, or Sisters.
- COTA is an equal opportunity employer.

To Apply: Send a resume and cover letter in PDF format to alex.brieger@cotamtb.com no later than **May 12, 2024**.

The anticipated start date is June 3, 2024.