Title:	Responsible Recreation Campaign Coordinator
Pay Range:	Range $37,000 to $42,000 Annual Salary plus work vehicle, benefits and expenses Average 40 hours per week which includes travel time to events away from home area Typical work week from Spring to Fall will include weekends Personal time accrued at 10 hours per month
Office:	State Coordinator to provide an office environment within his or her home
Reports To:	Greg Labbe, Stay The Trail Executive Director
Organizations:	Responsible Recreation Foundation (Foundation)
Partnering Agencies:	Bureau of Land Management (BLM) Colorado State Parks (CSP) Colorado Division of Wildlife (DOW) USDA Forest Service (USFS)

Job Summary:

Responsible for the development, operation, and enhancement of the 'Responsible Recreation Campaign' including, but not limited to, the 'Stay The Trail' (STT) program. Promote the Campaign within the OHV community statewide. Represent the Responsible Recreation Campaign with the media, Bureau of Land Management, Forest Service, Colorado Division of Wildlife, Colorado State Parks, other State and Federal agencies, and to the general public, both motorized and non-motorized.

Duties and Responsibilities:

1) Operations
   a) Schedule, moderate and record the Responsible Recreation Campaign Steering Committee meetings.
   b) Assist with grant applications and presentations.
   c) Be Responsible for:
      i) Marketing Campaign
      ii) Liaison with supporting organizations
      iii) Press Releases
      iv) Web site updates
      v) Volunteers
      vi) Obtain OHV system maps from the agencies and clubs for web site.
   d) Share findings, information, reports and status with the Foundation Board and Steering Committee. Attend their meetings.
   e) Fund raising: solicit various funding sources, especially from sources outside the state's OHV grant funds.
   f) Projects:
      i) Accept special projects as directed by manager(s)
      ii) Recommend additional projects to the reporting leadership for prioritization and resolution
      iii) Coordinate efforts with other state and national responsible recreation groups
      iv) Help volunteers succeed with their assignments

2) STT Activities
   a) Exhibit Trailers
      i) Schedule and prioritize events
      ii) Ensure that literature and equipment are provided in the trailer
      iii) Conduct routine inspection of the tow vehicle and trailer, ensuring that cleaning and maintenance is conducted as needed
      iv) Oversee the safety of the trailers
   b) Attend events that provide opportunity to:
      i) Educate OHV recreationists on the Responsible Recreation Campaign, including designated motorized routes and areas, sound requirements, and trail rules, regulations and ethics.
      ii) Collect requests and requirements on how to improve OHV trail systems – then track these items with the agencies
      iii) Provide a written summary / report for each event.
   c) Provide summary STT reports to the appropriate land managers.
   d) Project Leader for items such as:
      i) The printing and development of brochures, posters, stickers and maps
      ii) Posters / Poster Backers
      iii) Promotional materials
      iv) Videos and PSAs
      v) Website updates
      vi) Social Networking

vii) Coordinate the activities of seasonal employees and the Trailhead Outreach Specialist.

Credentials and Experience:

1) Time Management: Self motivated & Task oriented

2) Public communications
   a) Ability to effectively and efficiently present to and train large groups
   b) Effectively communicate with land management agencies in multiple mediums
   c) Interact with the public in a friendly and non-confrontational manner
   d) Effectively communicate with youth, especially in classroom settings.
   e) Possess good written and verbal communication skills.

3) Computer knowledge
   a) Microsoft Office, including Excel, PowerPoint and Word
   b) Email
   c) Laptop / Projector / Audio Visual
   d) Database entry & usage
   e) Perform daily maintenance of software and hardware
   f) Web site basics

Special Requirements:

1) Driving
   a) Good driving record – must supply a DMV driving record. No DUI/DWI on record. Qualify for low insurance rates based on 'good driver' requirements.
   b) Experience with, and ability to tow a trailer for extended distances and the ability to maneuver the trailer at trailheads with limited space

2) Maintain and work from a home office. Laptop, software, mobile phone, and internet connectivity will be provided. STT trailers may provide living quarters while traveling. STT truck provides transportation to/from event locations.

3) Administrative – submit timely and accurate expense statements and other required documentation for tracking and reporting grant and other expenses.

4) Flexible schedule. Required to travel and work on most weekends during the late spring, summer, early fall and during hunting season with time off during the week. Typical work week during this time of the year will include a Friday, Saturday, and Sunday.

5) Trail Projects & Other Special Projects
   a) Physical requirements: ability to hike 2-5 miles, carry project supplies and tools that can weigh 20-40 lbs and work in inclement weather
   b) Travel on an OHV for an event.
   c) Setup displays & exhibits without assistance

6) OHV Experience
   a) Able to operate 4wd vehicles, ATVs and/or dirt bikes competently and safely, using all appropriate safety gear.
   b) Perform basic maintenance (air filter changes, chain adjustments, oil changes, etc) on 4WD, ATVs and dirt bikes