

TRAIL MAINTENANCE AND TRAIL GRADING COORDINATOR

The incumbent, Greg Yager is willing to assist in giving guidance to the new coordinator and will transition out completely at the end of the spring maintenance schedule. The description of duties for the Trail Maintenance and Grading Coordinator are summarized below by Greg himself:

- Help locate new trail maintainers and graders as needed.
- Assist Executive Director with preparation and submission of annual ORV grant application.
- Establish schedule for current year trail grading.
- Conduct frequent communications with trail maintainers.
- Monitor spring and summer trail maintenance, grading, collect paperwork from maintainers, complete supplemental paperwork for DNR and submit all paperwork to DNR.
- Follow up to ensure DNR payments are made properly. Upon payment from DNR, authorize Executive Director or Treasurer to issue checks to Trail Maintainers or Trail Grader Operators. Keep records of transactions.
- Liaise between Trail Maintainers, USFS and DNR Field Staff
- Reports to Executive Director.

As indicated above, this position has been handled by one individual. The CCC has considered combining this position with the new Office Manager position that is also to be filled. No decisions have been made on this as of yet but we are open to an individual with adequate qualifications continuing this position as has been done in the past.

Interested applicants are required to submit a cover letter along with a current resume of qualifications to CCC of Michigan President Steve Smalla. Email address:

sjsmalla@charter.net

Steve can also be contacted on his cell at 269-650-0030.