



Trails Coordinator

Position Title: Trails Coordinator
Reports to: Trails Development Manager
Position Status: Salary, exempt; full time

PAL: Play. Advocate. Live Well! (formerly Partners for Active Living) is a preventative health nonprofit that advances active living, promotes healthy eating and fosters health equity.

A few key projects include developing The Dan Trail Network, hosting the annual downtown Criterium and Turkey Day 8K, building new parks like the Rail Yard with the Vic Bailey Subaru Bike Park and leading a master plan for Duncan Park, coordinating cooking classes, working with schools to promote health and wellness, and opening and operating Spartanburg BCycle,.

For more, visit www.palspartanburg.org

Position Summary

His or her chief responsibility is collaborating with the Trails Development Manager to implement The Dan, Spartanburg’s urban trails system, in partnership with Spartanburg County and City governments, as well as community partners. The primary role will be project management to include property owner outreach and facilitating communication with utility and other public institutions for potential trail routes, as well as coordinating with surveyors, civil and structural engineers, and permitting activities.

Position Responsibilities

His or her chief responsibility is collaborating with the Trails Development Manager to implement The Dan, Spartanburg’s urban trails system, in partnership with Spartanburg County and City governments, as well as community partners.

Position responsibilities include but are not limited to:

TRAILS SYSTEM DEVELOPMENT

- Spearhead property owner relationships and trail routing on specific segments
- Assist Marketing & Events Director in evaluating signage needs throughout the system
- Ensure trails are up-to-date in online trail resources

TRAIL IMPLEMENTATION

- Communicate with and/or facilitate communication with property owners on an ongoing basis
- Coordinate easement signings with City and County staff



- Coordinate the various activities to implement projects. This includes working with stakeholders (SCDOT, City, County, school districts, railroads and utilities, private property owners) to meet their requirements
- Coordinate the surveying and engineering for the design of trails
- Ensure seamless transition to construction manager

PARTNERSHIPS

- Coordinate with public and private partners in evaluation, marketing, and signage throughout The Dan
- Collect monthly data from trail counters for PAL and interested partners

OTHER/ FUNDING

- Assist in grant writing that supports development of existing and new trails
- Support the Executive Director in fundraising efforts
- Assist in updating the PAL and the Dan websites with timely information
- Develop volunteer programs to support existing trails maintenance and programming
- Submit reports for weekly social media posts and regular email blasts

Essential Skills and Experience

- Familiarity with and belief in the mission, vision and values of PAL
- Bachelor's degree preferred
- Outgoing and comfortable making sales-like calls to property owners along trail routes
- Ability to work as a leader and as part of a team
- Proven ability to multitask
- Relationship building skills and a willingness to spend ample time out of the office
- High level of proficiency in Microsoft Word, Excel, and PowerPoint
- Poised professional that is enthusiastic and self-confident with a proven ability to present information concisely and effectively to a broad range of internal and external constituents
- Must be able to work independently, handle confidential information, and navigate sensitive situations
- GIS mapping proficiency a plus
- Be capable of exercising a high degree of delegated responsibility
- Willing to work weekends
- Willing to learn new things
- Willing to work with diverse groups
- Passionate about the outdoors

For consideration, please email by Friday, June 10, 2022, cover letter and resume to: Ned Barrett, Trails Development Manager, PAL (nbarrett@palspartanburg.org).