

Winnipeg Trails Association Coordinator



Project Name: Pathways to Sustainability – Year Two
Title: Winnipeg Trails Association Coordinator
Supervised & supported by: Winnipeg Trails Association Chair
Employment: Contract position December 1 – June 30th 2011
Start Date: December 1, 2010

POSITION SUMMARY

The Winnipeg Trails Association (WTA) is a coalition of volunteer trail builders and trail users who are focused on accelerating trail development and connectivity in Winnipeg. In partnership with Rivers West (www.riverswest.ca) the Winnipeg Trails Association is responsible for delivery of identified projects supporting the Year Two of the Pathways to Sustainability initiative.

The Pathways to Sustainability initiative proposes to enable Winnipeg communities to prominently position pathways, walking and cycling routes as an important component of sustainable community development. Through a series of projects and working with neighbourhoods, citizen groups, outside agencies, volunteer groups and governments, it is intended that a connected network of pathways will be developed and utilized by communities as a foundation in their efforts to achieving environmental, social and economic sustainability. It is possible that these projects may be allocated independently of each other.

The WTA Coordinator will be based out of their home office, and will have access to the WTA mailing address and boardroom facilities. This position is unique in that the opportunity exists for ongoing funding support for the WTA coordinator position IF the individual decides to pursue through their own independent grant writing initiatives. This position is ideally suited to an entrepreneurial individual who has a passion for active transportation and has personal volunteer experience.

QUALIFICATIONS

- Relevant training and experience in: Active Transportation, Recreation, and /or Physical Activity.
- Experience in project management, event delivery, marketing and promotion.
- Working knowledge of computer programs including MS Word, MS Excel and the Internet.
- Ideally familiar with Wordpress software for website updates – but not required
- Ability to communicate effectively and prepare clear and concise written and oral reports
- Experience working with volunteer boards and/or committees
- Flexibility in hours of work, the ability to work independently as well as working in a team environment

SALARY

Successful Candidate:

- Contract value is \$14,500
- Projects will likely encompass 20 hours a week which equates to an approximate compensation of \$25 per/hour
- This project based position ends June 30th, 2011

APPLICATION PROCESS

- Electronic applications can be sent to:
 - Janice Lukes, Chair, Winnipeg Trails Association jlukes@shaw.ca
- Questions can be directed to Janice Lukes @ 952-4222 or by sending an email to: jlukes@shaw.ca

WINNIPEG TRAILS ASSOCIATION (WTA) DUTIES AND RESPONSIBILITIES

Supervised and supported by the WTA Chair and Rivers West, the WTA Coordinator will be responsible for delivery of the following projects:

1. Trailhead Project:

Standards (structure, map and signage design) for trailheads have been developed by the City of Winnipeg and the WTA in Year One of the Pathways to Sustainability project. This project involves collaboration with the City of Winnipeg, and WTA partner organizations to oversee the development and installation of ~ 10 new trailheads.

2. KM Marker Project:

Standards (installation and signage design) for KM markers have been developed by the City of Winnipeg and the WTA in Year One of the Pathways to Sustainability project. This project involved collaboration with the City of Winnipeg, Winnipeg in motion and partner organizations to oversee the installation of KM on ~ 6 trails.

3. Website Project:

Update and maintain WTA website.

4. Event Delivery:

International Trails Day, June 4th, 2011 :

This day celebrates trails, trail builders and trail supporters. 2011 marks the 5th year International Trails Day will be celebrated in Winnipeg. This project involves collaboration with the City of Winnipeg and partner organizations to oversee the coordination & public relations surrounding multiple community based trail events.

Bike to Work Day:

Provide ~ 20 hours of support to the organization and delivery of Bike to Work Day 2011.

5. Community Outreach / Capacity Building Project:

The focus of this project is to assist in the development of community based trail / cycling stewardship groups. Stewardship groups local to a neighbourhood are invaluable in expanding the overall Active Transportation network. (ie: Northeast Pioneers Greenway Inc., Friend of the Harte Trail, Bishop Grandin Greenway, etc.) This project involves collaboration with neighbourhood community organizations, the City of Winnipeg and Bike to the Future.

6. WTA Public Relations Project:

The Public Relations Project involves being the WTA spokesperson for Winnipeg trail related issues. It will involve, but is not limited to:

- Email correspondence related to WTA website / general inquiries
- Media relations
- City Hall presentations on relevant AT related issues