

MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form



Division/Department	Workforce Development/Continuing Education
Job Title	Coordinator of Trail Construction and Sustainability Training
Reports to	Associate VP for Workforce Development

Level/Grade	Type of position: Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/>	
Revision Date	09/07/2022	<input type="checkbox"/> Part-time Temporary

GENERAL RESPONSIBILITIES

Under the supervision of the Associate Vice-President for Workforce Development, the Coordinator of the Trail Construction and Sustainability Program will have the primary responsibility of providing administrative leadership for program development and providing a quality learning experience for MTCC students in the Trail Development and Sustainability Program.

The part-time Program Coordinator will be responsible for but not limited to program development, organizing, promoting, and teaching. Will work collaboratively with internal and external partners to facilitate education opportunities and program development relevant to workforce needs.

SPECIFIC RESPONSIBILITIES

1. Administer 4-6 trail classes each year within the community college system
2. Teach introductory or intermediate-trail-training-courses-and-support-visiting-trail-instructors
3. Preparing student and classroom materials for visiting instructors
4. Recruit intermediate trail instructors
5. Coordinate with trail industry professionals to assess industry needs
6. Create annual calendar for trail school program
7. Create classroom content from established curriculum
8. Connect trail school participants to opportunities in the trail construction industry
9. Promote and advertise trail trainings within the industry and local trail maintenance non-profits
10. Represent MTCC as the trail professional in the industry and community
11. Maintain communication with registered students and be the primary point of contact after registration
12. Identify equipment needs for each class and coordinate purchasing with MTCC
13. Coordinate work based learning and field visits with local land managers
14. Other duties as assigned.

QUALIFICATIONS

Applicants should have on-the-job experience in trail construction and/or sustainability. The applicant should be proficient with various computer hardware and software and possess good typing skills. The applicant must be willing to work various hours, day and night, as needed for the successful delivery of courses. Organizational skills and professionalism are a must.