



## JOB DESCRIPTION

**Title:** Trails Assistant

**Departments:** Trails

**Status:** Part-time hourly position, up to 20 hours/week

**Reports to:** Trail Manager

**Work location:** FOTR headquarters in Plymouth, MI, and in the 10 Lower Rouge communities, some virtual work

**Hourly Salary:** \$18 - \$22

*Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.*

*\*See the end of this job description for our Mission, Vision and Core Values that drive the core of our work.*

### **Position Background**

The Trails Assistant (TA) serves as project support and assistant staff for the Friends of the Rouge Trails Program. Under the direction of the Trails Manager, the TA assists in delivering mission driven coordination and programming support of Trails Program events including logjam workdays, paddling trips, and dry dock pop exhibits, as well as coordination of Trails Program website and social media content updates. This is a new part-time position, with the hope of transitioning to full-time in the next 2-3 years.

### **DEIJ Statement**

Friends of the Rouge strives to increase diversity, equity, inclusion and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect and enhance the Rouge River watershed through stewardship, education, and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

This position requires a commitment to diversity and inclusion as we work to develop comprehensive education and monitoring programs that connect the diverse set of communities across Southeast Michigan.

You'll be successful in this position if you have a knack for event coordination, program planning, and community building. You'll be conducting outreach to schools, businesses, community organizations, and churches, to introduce and network the Friends of the Rouge Trails Program program vision. You will work with FOTR staff and volunteers to coordinate logjam workdays. You will assist with planning and

facilitation of FOTR scheduled paddle trips in partnership with our livery partners. You should have the ability and desire to facilitate collaborative approaches to event and program management, and be passionate about paddling, outdoor recreation, environmental justice and education.

### **Job Duties & Responsibilities**

**We anticipate this position being primarily focused on event coordination and facilitation during the first spring, summer, and fall seasons, growing into more planning and outreach during the academic school year.**

#### **Programmatic Support/Assistance**

- Trails Program duties under the direction of the Trails Manager
  - Assist in the development and management of existing trails programs, including planning, promotion, workdays, volunteer management, field work, data entry, event management and reporting.
  - Coordinate outreach to community groups and organizations to schedule pop-up exhibits.
  - Facilitate pop up exhibits at community event locations
  - Coordinate paddle trip events including coordination of logistics with the livery, promotion, registration, event delivery, and participant tracking
  - Coordinate logjam workdays including volunteer recruitment, logistics planning, and assisting with workday facilitation.
  - Oversee safety planning for trips and work days including recruiting experienced assistants for trips and work days
  - Coordinate introductory paddling classes
  - Participate in planning meetings, public workshops, promotion and reporting of trails programs.
  - Assist in the identification of new trails programs and initiatives.
  - Assist in development of the Trails Program traveling exhibit curriculum
  - Manage postings for events on website, enews and social media and monitor Rouge Paddling Facebook group and provide content

#### **Community Engagement and Outreach/Marketing**

- Provide excellent customer service to all FOTR event and pop up exhibit participants, volunteers and community partners.
- Participate/staff general FOTR outreach events as assigned.
- Coordinate communications and outreach on digital platforms including e-newsletter, website and social channels.

#### **Fiscal Sustainability and Fundraising**

- Provide support to fundraising events and related activities (weekend and evening hours).
- After one year of experience:

- Support Trails Program in facilitating and growing program fundraising efforts, including fundraising-related communications and acknowledgements.
- Support FOTR staff in researching and coordinating grant application efforts, including grant writing training, and assistance in grant tracking and reporting activities.
- Develop project or grant budgets and narrative with Trails Manager support.
- Raise 10-20% of their own programmatic dollars (after 2 years experience).

**General**

- Manage time effectively and efficiently, effectively prioritize tasks; attend to a broad and diverse range of activities.
- Track and report activities and time on a daily/weekly/monthly basis.
- Participate in staff meetings, and other organizational events and activities.
- Assist in developing and implementing any needed procedures to continually improve the effectiveness of the organization as related to Trails.
- Participate in program related training as needed or as determined necessary.
- Demonstrate progress in tracking, recording and communicating program and project progress, participation and impact.
- Provide additional support to other FOTR programs as appropriate.
- Other duties as assigned.

**Qualifications**

- Ability to establish and maintain an effective and cooperative working relationship with coworkers, volunteers, members, community and corporate partners, representatives of other organizations, and other diverse stakeholders
- Experience with oversight of interns or volunteers
- Demonstrate excellent writing skills and strong public speaking and presentation skills
- Ability to handle high stress situations with professionalism with minor interjection by other staff
- Highly organized, able to multitask, and attention to detail
- Experience working with diverse people in a variety of settings
- Experience in community outreach
- Must have a valid Michigan driver's license and have reliable transportation
- Must be fully vaccinated against COVID-19 upon first day of employment (estimated March 2023)

**Preferences**

- Previous experience effectively managing teams of volunteers and/or school groups
- Previous experience working with diverse community groups, especially in SE Michigan
- An individual with an intimate working knowledge of the communities we serve, especially those that have been historically underserved or marginalized.
- Experience paddling and managing logjams
- Proficiency in Spanish and/or Arabic

**Key competencies**

Passion for trails, outdoor recreation, or paddling. Organization, event planning/management, communication and teamwork, presentation skills, time management, and volunteer management.

**Physical Requirements**

Office work will require long periods of sitting while working on a computer. Outdoor work will include extended periods of time standing while meeting and greeting event participants. Some physical lifting is required (up to 100 lbs.). Outdoor work will also be conducted in all weather conditions for some long days and involve working in and along the river and associated lakes and wetlands, wading, and possibly accessing it by boat. This position requires driving a vehicle. Ability to hear, speak, and listen in English required.

**Work Environment**

This position is both an office position paired with considerable outdoor work. Field work may involve uneven ground, steep slopes and strong river currents in all weather conditions. Trails program events take place in neighborhoods and public parks across all communities in the Rouge River watershed. Must be willing to work a flexible schedule including some evenings and weekends.

**Nondiscrimination Policy**

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

**Application Instructions**

All interested parties are invited to submit *1) a cover letter indicating why you are interested in this position which describes experience and interest in the position, 2) a resume, 3) three references* as a single PDF file in the following format: Your Full Name - FOTR Trails Assistant Application.pdf *Incomplete applications will not be considered.*

E-mail to Herman Jenkins, Trails Manager [hjenkins@therouge.org](mailto:hjenkins@therouge.org) with the subject line: Trails Program Assistant Application. Applications will not be received after Wednesday, January 5, 2022, 5:00 PM EST. Late submissions will not be considered. No phone calls please.

*Updated September 13, 2022*

**MISSION**

*To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.*

**VISION**

*We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhances the quality of life in the Rouge River ecosystem.*

#### **CORE VALUES**

##### ***Integrity***

*We ensure public trust by acting with honesty, transparency, ethicality and fiscal responsibility in all actions regarding the watershed and our community.*

##### ***Stewardship***

*We commit to protecting and enhancing the watershed and improving the lives of the community through their interaction with the river. Our focus is on enhancing, monitoring and conserving the ecological health of the watershed for the benefit of all members of the community and future generations.*

##### ***Education***

*We encourage protection and restoration of the Rouge River by providing opportunities that offer hands-on-immersive learning opportunities. We involve the public and promote engaged and educated stakeholders in the Rouge River watershed.*

##### ***Evidence based decision making***

*We provide and utilize evidence based decision making in our promotion of Rouge River restoration and stewardship. We deliver reliable and verified information to watershed stakeholders in order to evaluate the watershed, determine priorities and prioritize restoration efforts.*

##### ***Community collaboration***

*We team with individuals, businesses, government, non-profits, citizen groups, and other community organizations for the creation of a strong network of champions.*

##### ***Quality of life***

*We provide communities with the ability to personally, economically, and ecologically benefit from the Rouge River by transforming how the river is perceived, accessed, and appreciated.*

##### ***Diversity-Equity-Involvement***

*We strive to recruit and retain membership, leadership and staff who reflect the diversity of the communities in which we serve. We believe that the entire community benefits when everyone has equal access to information, programs, services and activities.*

#### **Terms of Employment – At-Will Employment Status**

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.