
PROGRAM SPECIALIST I(Job Id 27537)

Location: US:NH:CONCORD

Category: PROFESSIONAL &
MANAGERIAL

Salary: 40,638.000-
47,872.500 USD

Post Date: 09/22/2022

Close Date: 12/07/2022

Description

State of New Hampshire Job Posting

Department of Natural and Cultural Resources

Division of Parks and Recreation - Bureau of Trails

172 Pembroke Road

Concord, NH 03301

Program Specialist I, Non-Motorized Program Coordinator

Labor Grade 19

Position #8T3116

The State of New Hampshire, Division of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, has a full time vacancy for a Program specialist I, to assist in administering the non-motorized statewide trail program.

This position is subject to renew every year.

Summary:

Responsible for assisting in administering all facets of the Bureau of Trails non-motorized program on the statewide trail system, within the Division of Parks and Recreation. Work involves assisting the Chief and Deputy Chief Supervisors by acting as a liaison between non-motorized volunteers, friends groups, municipalities, non-profits, outdoor recreation businesses, and state and federal agencies. In addition, coordinates trail development and construction projects with organizations and contractors.

Responsibilities:

Assist the Chief and Deputy Chief Supervisors in planning, promoting and educational opportunities to detail the overall benefits of non-motorized trail programs.

Coordinates directly with the Society for the Protection of New Hampshire Forests (SPNHF) and is directly responsible for coordinating all trail maintenance activities at Monadnock State Park and adjacent leased properties known as the Monadnock

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and Gap Mountain Reservations. This includes developing a 5-year work plan to address the backlog of trail maintenance and repairs, and includes working directly with contractors, Student Conservation Association (SCA) crews, or other similar volunteer crews, and working with SPNHF to secure funding to complete trail repairs and improvements from private, state and federal funding sources.

Develop, present, attend and participate in state-wide informational meetings to represent the Department and inform the public of trail programs offered by the Bureau of Trails and the Division of Parks and Recreation.

Instruct and develop training sessions for volunteer trail maintenance crews as needed. Prepare and present trail related programs and training to a wide range of audiences such as trail clubs, volunteer groups, potential donors, and agency partners. Advises partners on trail program development, marking and maintaining trails, and providing technical educational and informational trail materials.

Maintains communication and coordinates directly with parks operations staff in the field and with the Division of Forest and Lands for work on state reservations. Coordinates volunteer work with the Community Recreation program.

Coordinates postings on Bureau of Trails social media platforms to inform volunteers and trail users of non-motorized trail projects and conditions. Serves as primary contact and coordinates with trail apps such as Trailfinder.

Assist the Chief and Deputy Chief Supervisors in the development of educational and informational materials using data available from state-wide trail studies and other regional sources.

Conducts trail inspections of projects to ensure compliance with trail construction best management practices and established guidelines and assists with the maintenance of trails administered by the department using knowledge and experience to ensure the multi-use and non-motorized trails are maintained in a quality condition for the users to enjoy.

Assist Bureau of Trails District Supervisors with the planning and development of trails on private and public property. Assists in preparation of grant requests (i.e., RTP and LWCF). Attends meetings of clubs and other organizations to disseminate information regarding the department's trails program. Works to resolve trail user conflicts when necessary.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree from a recognized college or university with major study in outdoor recreation or park management, or natural resource management. Each additional year of approved formal education may be substituted for one year of required work

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experience.

Experience:

Two years of professional or paraprofessional experience in outdoor recreation, park management, recreation-based grant management or natural resource management with responsibility for planning, monitoring programs, or performing research.

LICENSE/CERTIFICATION:

Requires a valid Driver's license

SPECIAL QUALIFICATIONS:

Willingness to travel throughout the state and work occasional evenings and weekends for special meetings or events. Ability to work safely in the field and in inclement weather and environmental conditions. Preference given to candidates with technical knowledge and experience in trail construction.

For further information please contact: Alexis Rudko, Deputy Chief, Bureau of Trails, alexis.m.rudko@dn-cr.nh.gov, Tel # (603) 271-3254.

EOE

TDD Access: Relay NH 1-800-735-2964