



JOB POSTING: PART TIME TRAILS COORDINATOR (with the possibility of FULL TIME)

Golden Hills RC&D is seeking a **Trails Coordinator** to lead the development, maintenance, and promotion of recreational mixed-use trails for Pottawattamie County as part of our outdoor recreation and tourism team. This position works closely with the Pottawattamie County Trails Association (PCTA), County Conservation, local governments, and regional partners to implement collaborative, long-term vision for trails and bike-related initiatives.

This role is ideal for someone passionate about outdoor recreation, active transportation, and community development with experience in project planning, coalition management, and public engagement.

ABOUT GOLDEN HILLS RC&D

We collaboratively develop and lead community, conservation, and cultural initiatives to improve our quality of life in rural western Iowa.

OUR GOALS

- Develop industries in local communities that utilize local resources.
- Ensure healthy natural resources that meet the needs of agriculture, industry, private use, and recreational facilities.
- Promote and enhance art, culture, and historic resources in rural communities.
- Collaborate with local governments and organizations on projects that benefit the environment.
- Work on projects that fill gaps in community services to benefit people of southwest Iowa.

KEY RESPONSIBILITIES

- Coordinate planning, construction, and maintenance of countywide trails.
- Facilitate landowner agreements and trail access.
- Lead fundraising initiatives for project planning, implementation, and maintenance.
- Organize community events and regional meetings to promote trail use and planning.
- Manage trail budgets, volunteer programs, and maintenance crews.
- Oversee trail signage, winter grooming, and equipment needs.
- Maintain the Frontier Iowa Trails website, social media, and interactive map.
- Collect and analyze trail usage data to inform planning.
- Serve as the central point of contact for all trail-related projects and inquiries.
- Develop new programs focused on bike safety, repair, bikeshare, and community engagement.

DESIRED CORE COMPETENCIES

- Accountability. Can be counted on to do what one says is going to be done; follows up personally and monitors progress to ensure that things stay on track; exhibits attention to detail.
- Integrity. Treats others with honesty, fairness and respect; makes decisions that are objective and reflect the just treatment of others.
- Systems Thinking. Demonstrates an understanding of the link between one's own job responsibilities and overall organizational goals and needs and performs one's job with the broader goals in mind.
- Effective Communication and Collaboration. Conveys information in a clear manner and ensures that others understand; ask for input, listen actively and make sure others' opinions are heard.
- Teamwork. Works in concert with others toward shared goals; participates in supportive positive conflict resolution; puts the needs of the team over personal needs.
- Initiative. Goes beyond the routine demands of the job; takes initiative in seeking out new work challenges and increasing the variety and scope of one's job; seeks opportunities to influence events and originate action; assists others who have less experience or have heavy workloads.

DESIRED QUALIFICATIONS

- Minimum of 2 years of experience in trails or outdoor recreation development.
- Strong communication skills, including public speaking, presentations, and technical writing (writing samples may be requested).
- Proven ability to build and maintain professional relationships with individuals and organizations.
- Experience managing multiple projects with strong organizational and time-management skills.
- Self-motivated, with the ability to work independently and collaboratively.
- Demonstrated success in grant writing and stakeholder engagement.
- Proficient in Microsoft Office (Word, Excel).
- Must have reliable transportation and be willing to travel regularly across multiple counties.

TO APPLY

Please submit cover letter and resume to info@goldenhillsrcd.org with the subject line "Trails Coordinator."

Applications will be reviewed on a rolling basis until June 1, 2026.

Golden Hills RC&D is located in Oakland, Iowa and offers a flexible, hybrid schedule. Depending on the applicant, this position is starting part-time with the ability to move to full-time. Part-time requirement will be up to 24 hours / week at an hourly rate of \$30. If the position moves to full-time, discussion can happen regarding salary and benefits package.