

The Volunteer Trail Coordinator serves at the behest of the Board and is focused strictly on implementation of directives from the Boards, Open Space Committee and Staff with no policy making or decision-making authority.

1. Roles and responsibilities for Volunteer Trail Coordinators:

- a) Coordinate maintenance of single-track trails.
The majority of tread-related work will be performed by contractors, and volunteers will perform the majority of vegetation-related work. Volunteer Trail Coordinators will identify and direct projects in compliance with Trail Maintenance Plan. Volunteer Trail Coordinators will re-assign contractor to serious short-term needs as field conditions dictate. Volunteer Trail Coordinators are responsible for verifying quality of finished product, and will perform weekly site visits, as well as more frequent conversations with contractors (generally daily) to monitor progress & any issues that may arise. Volunteer Trail Coordinators will also supervise and direct the Volunteer Vegetation Management Lead and the Volunteer Special Projects Lead.
- b) Coordinate construction of new trails that have been approved for construction.
New trails, including corridor cutting, tread construction and finishing, may be built by contractors, volunteers or a mix of contractors and volunteers. The Volunteer Trail Coordinators will make recommendations to the OSC, staff and Board as to the best division of responsibilities for each project. Volunteer Trail Coordinators are responsible for verifying quality of finished product and will perform weekly site visits as well as more frequent conversations with contractors (generally daily) to monitor progress & any issues that may arise.
- c) Close communication with Staff, OSC, and MA Board. See Communication below.
- d) Make decisions in the field on contractors' questions, minor adjustments to alignment (such as moving a tread a few feet for a short distance), and how technical problems are being addressed.
- e) Review trail contractor invoices and provide a recommendation to staff for payment.
- f) Complete Trail Maintenance Plan. The plan will identify repair and maintenance projects and prioritization and will incorporate suggestions from the community, Staff, and OSC. The plan will be updated annually, or more frequently if necessary. The plan will be submitted to OSC for review, comment and approval.
- g) Coordinate trail inspections and compile in a log. Adjust work plan as needed in coordination with Staff.
- h) Work closely with Staff on proposed new trail alignments for purposes of biological study.
- i) Coordinate collection and logging of Volunteer waivers. Insure that completed waivers are delivered to Staff who will be responsible for storing these documents.
- j) Assistants for vegetation maintenance coordination can be used by the VTCs to more efficiently implement vegetation maintenance activities.
- k) VTCs will evaluate the quality and value of work done by contractors for the benefit of the Open Space Committee, Staff and Board. To the extent a given contractor is doing a good job and providing good value, the VTCs would encourage the community to use that contractor. This provides the community the benefit of working with a contractor who already knows our standards and how the community wants to see work performed.

2. Roles and responsibilities for Staff (related to trails):

- a) Maintenance of 2-track trails, crusher fine trails, and hard-surface trails.
- b) Trail mowing

- c) Manage biological studies. Work closely with Volunteer Trail Coordinators on proposed trail alignments for purposes of biological study.
 - d) Review and approval of request for proposals (RFP), sign contracts, pay invoices.
 - e) Manage Trail Permits – Jefferson County and State Stormwater. Volunteer Trail Coordinators will support staff with maps and other supporting documentation as needed.
 - f) State Stormwater inspections for open trail permits
 - g) Details
 - Staff will provide access to a volunteer tool shed and provide requested tools
 - Staff will maintain tools for volunteer use
 - Staff will provide equipment training when requested
 - Staff will assist with tool transportation when possible
 - Staff will work closely with Volunteer Trail Coordinators to fulfill requests in a timely manner, such as supplies and volunteer support
 - Staff will assist with contractor access coordination
- 3. Process for Requests for Proposal, Contracts, and Invoices**
- a) Volunteer Trail Coordinators will draft scope of work for review and approval by Ken-Caryl Ranch Master Association Board of directors and incorporate into RFP.
 - b) RFP will be distributed by Volunteer Trail Coordinators. Volunteer Trail Coordinators will work with contractors to understand projects and perform site observations as needed.
 - c) Volunteer Trail Coordinators will work with Contractors to verify insurance/waiver requirements for volunteers working with Contractors.
 - d) Contractor bids will be reviewed by Volunteer Trail Coordinators to form a recommendation to the MA Board of Directors for approval.
 - e) MA Board of Directors will approve hiring of Contractors.
 - f) Staff will execute contract with Contractor
 - g) Staff will pay invoices
- 4. Communication**
- a) Volunteer Trail Coordinators will provide a weekly report to Staff and the community, indicating what was done in the past week and indicating the plan for the next week.
 - b) Volunteer Trail Coordinators will provide a monthly summary report for Staff, OSC and MA Board.
 - c) If residents have questions, comments, suggestions or complaints about trails, these will be directed to an email address (trails@kcranch.org) that is forwarded to Volunteer Trail Coordinators and Staff. Volunteer Trail Coordinators will respond, and Staff will be copied on responses. Volunteer Trail Coordinators will consult with staff if needed / as appropriate on responses. Responses will be as timely as possible.
 - d) If Staff sees a critical issue that they believe is not being handled properly, they will discuss this with the Volunteer Trail Coordinators in a timely fashion so that the issue can be addressed in a timely fashion.
- 5. Structure, Appointment and Term of Coordinators:**
- a) The program shall consist of 2 coordinators, who jointly share the defined responsibilities.
 - b) There will be no maximum time defined as to how long a volunteer can be a coordinator. As long as Staff and Board are satisfied with the Coordinators work, they may continue in that position if they want.
 - c) For new coordinators, a minimum of a 3-year commitment is needed. This will allow for a period of apprenticeship, a period of assistantship and a period of leadership.

- d) To the extent a new coordinator needs additional training (such additional training on trail building and trail maintenance techniques), Staff will help coordinate the needed training and pay for the needed training in year 1 of the new coordinator's term.
- e) In the event a VTC wishes to leave the position, the current VTCs will work to identify one or more potential candidates to replace the departing VTC. The position opening will also be advertised to the community, along with required qualifications, so that any qualified, KCR resident can apply. The candidate(s) will be reviewed by the Open Space Committee ("OSC") and Staff. The OSC or Staff may suggest other potential candidates. The OSC chairperson will reach out to identified candidates to confirm their interest in filling the position. The OSC, Ranger staff and current VTCs shall interview interested candidates. Working together the current VTC's, OSC and Staff will identify the best candidate who will then be recommended to the MA Board for approval and instatement to the position

6. Governing Documents

- a) 2016 was the first year of the Volunteer Trail Coordinator position. The program should be reviewed periodically, and governing documents updated at the same time. Key documents include:
 - Trail Implementation Process–Memorandum of Understanding –
 - Open Space Comprehensive Management Plan –Trail Master Plan –
 - Trail Construction Standards

7. Evaluation

- a) When directed by the Board, the Open Space Committee will lead future evaluations of the Volunteer Trail Coordinator position.
- b) The success of the program will be based on the satisfaction of Volunteer Trail Coordinators, Staff, MA Board of Directors, OSC, other stakeholders, residents and the amount of maintenance and new trail completed with the same financial resources.