

**GRAND VALLEY TRAILS ASSOCIATION**  
**Volunteer Job Description**



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**Title:** Landowner Relations Director

**Purpose:** Create and maintain a positive working relationship with the landowners.

**Responsibilities:**

- Maintain a healthy working relationship with the landowners.
- Contact landowners for permission for trail location, reroutes, major construction projects, bridges, switchbacks, stairs, steps, blazing, etc.
- Follow up and maintain contact with landowners, and trail maintenance director.
- Investigate all complaints from landowners in conjunction with the Trail Captains or Trail Maintenance and resolve concerns as they arise.
- Maintain landowner contact information and forward any changes to the club secretary.
- Carry out recognition events for the landowners.
- Be a liaison between landowners and the trail club directors.

**Qualifications:**

- Public relation skills
- Conflict resolution skills
- Negotiating skills
- Problem solving skills
- Listening skills
- Communication skills
- Interpersonal skills
- Flexibility
- Writing skills

**Resources**

- √ Vehicle      √ Computer      √ Internet      √ E-mail
- √ Software: Microsoft Office or equivalent
- √ Tools: Trail Guide, road maps
- √ Other: Trail Clubs, Conservation Areas, Parks and Recreation, libraries, bookstores. This includes any information for maintaining a good relation with the landowners.

**Relationships:** Grand Valley Trails Association

**Time Commitment:** A minimum of 20 hrs a month ☺

**Travel Commitment:** Monthly board meetings, establishing relations with landowners for the distance of the Grand Valley Trail system. Attending the AGM.

**Expenses:** The gas for travelling will vary month to month. Long distant phone calls. Any mailing material needed to maintain relations with landowners.

**Benefits:** Maintaining or developing skills for all the following:

- Leadership
- Volunteering
- Meeting new people
- Planning and organizing skills
- Searching for new and improved ideas
- Negotiating
- Recruiting
- Newslette
- Communication