



**POSITION TITLE:** Trails Programs Manager  
**CLASSIFICATION:** Full Time Position  
**REPORTS TO:** Director, Fleet & Trails  
**DATE ISSUED:** February 2023

**Summary:**

The OFSC Trail Programs Manager is the operational lead for the continued evolution and delivery of OFSC prescribed trail related programs. The position will continually engage in the strategic review of the OFSC's trail program needs and identify opportunities and areas for improvement and new program engagement. The role will work closely with the Director of Fleet & Trails and various stakeholders to support the continued development, maintenance, and operation of recreational prescribed snowmobiles trails throughout Ontario.

**Essential Job Functions:**

- Supporting trail technology tools used by the OFSC member organizations. This includes the need for OFSC member organizations to produce accurate and time-sensitive reporting of in-season trail availability and other critical data sets;
- Supporting trail technology tools used by snowmobilers and the public for the accurate and timely presentation of in-season trail availability, the presentation of points of interest within the OFSC's trail technology tools and the route planning functions within these tools;
- Engage in the development, implementation and monitoring of third party trails data licensing partners;
- Work closely alongside the OFSC GIS Manager as required;
- Work closely with the OFSC Fleet Programs Manager when required;
- Continue to produce and where needed, develop OFSC trail data reports and analysis to support the OFSC's data driven recommendation approaches;
- Engage in the development of recommendations for opportunities and solutions to support the OFSC member organizations with their delivery of a sustainable recreational prescribed snowmobile trail network;
- Work closely with third party vendors and technology developers to support the digitization of OFSC landowner MOUs (memorandum of understanding) and data for use by the OFSC's member organizations;
- Review the OFSC's risk management practices as they relate to OFSC prescribed trail operations. This will include review and maintenance of existing OFSC trail and signage documents and best



practices;

- Review the existing OFSC training tools associated with the OFSC's trail programs and technology tools. Where and when appropriate, make recommendations for improvements and new developments. Engage in the continued development and delivery of training platforms for these tools;
- Monitor for OFSC member organizations' compliance with OFSC approved best practices and guidelines applicable to prescribed trail operations;
- Monitor for and engage with the delivery of OFSC operational and strategic plans; and,
- Help build and improve upon the positive culture and open communication with OFSC member organizations.

### **Qualifications & Experience**

- Thorough knowledge of the OFSC and its member organizations' operations and organizational structure. Experience at any and all levels of organized snowmobiling is an asset;
- Experience interacting with a not-for-profit Board of Directors;
- Excellent organizational and problem-solving skills;
- Excellent attention to detail;
- Strong, professional communication skills;
- Ability to work independently and produce results;
- A thorough understanding of the administrative aspects of OFSC prescribed trail development and management;
- Familiarity with relevant legislation and regulatory processes for trail building and prescribed trail operations for NFP corporations;
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Teams, Zoom, Webex, and GIS platforms;
- An understanding and appreciation of working for and within a NFP environment and the associated organizational governance and budgetary practices;
- Working within a (large) volunteer organization is considered an asset;
- A strong understanding of the powersports industry is considered an asset; and,
- Experience snowmobiling throughout the OFSC's prescribed trail network is considered an asset.

The Ontario Federation of Snowmobile Clubs welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Applications can be submitted to [jdurant@ofsc.on.ca](mailto:jdurant@ofsc.on.ca) with the **Subject: Trails Program Manager** and will be accepted until Friday March 10, 2023 at 5:00pm.

**Interviews may be scheduled on a rolling basis and the role may be filled prior to the application deadline.**