

## Program Manager – Trails & Recreation

The Susquehanna Greenway Partnership (SGP) seeks an energetic and strategic team player to assist with the continued development of our Trails Program Area. Reporting to the Executive Director, this individual will have the unique chance to support a dynamic trails program and facilitate its continued growth.

**Position:** Hourly, non-exempt; 25-30 hours per week. Possibility of full-time contingent on external grant funding.

**Work Schedule:** Flexible work schedule; set your own schedule within SGP's hours of operation (M-F 8:30 – 5:00). Occasional committee and board meetings may lie outside of SGP's regular schedule. Some seasonal weekend events may be required.

**Location:** Telecommuting/remote; Occasional in-person staff meetings in Williamsport and/or Lewisburg.

**Compensation:** \$18.00 – \$21.00/hour; Dependent on Experience.

**Description:** The Program Manager will report to the Executive Director and will have internal and external roles. The staff member will provide oversight and management for the Trails Program Area of the Susquehanna Greenway Partnership and is responsible for the consistent achievement of strategic program goals and objectives as outlined within SGP's strategic plan. Work will include, but is not limited to, managing specific program activities, planning and facilitating events and workshops, supervising program staff and volunteers, completing special projects as assigned, and interacting with the public.

This is a new position with exciting room for growth as the Susquehanna Greenway Partnership continues to expand and develop.

### Essential Functions and Duties

#### Trails Program Area

- Provide support and be an independent driver of the Trails (land and water) Program Area of the Susquehanna Greenway Partnership. This includes implementing programs, projects, and planning efforts to improve, expand, and/or create trails and outdoor recreation opportunities throughout the Susquehanna Greenway within Pennsylvania.
- Collaborate with local and state water trail partners for the Susquehanna River Water Trail system in the pursuit of solutions to trail challenges and opportunities.
- Work with other nonprofits and government entities to further advance causes that support the progress of trail use and trail development within the Susquehanna Greenway, these include, but are not limited to non-motorized transportation, land use/conservation, and active healthy living opportunities.
- Participate on the Middle Susquehanna Active Transportation Committee and provide operational support and assistance to members and work groups as needed.
- Collaborate with SGP staff and the Board of Directors to refine and implement the Susquehanna Greenway Trail Designation program. Duties include creating and modifying the organizational systems and processes necessary to designate trails within the Susquehanna Greenway corridor.
- Spearhead the volunteer Water Trail Stewards Program.
- Assist the Executive Director in the coordination of volunteer events focused on improving the health and user experience of the Susquehanna Greenway. Events include volunteer clean ups, signage and access inventories, and special events volunteers.

#### Outreach and Recreation

- Educate the public and partners on the many advantages of trails for paddling, cycling, walking, running, nature conservation and appreciation, tourism, health, and other purposes.

- Work with the Director of Communications & Outreach to implement outreach strategies that engage community groups and individuals of the Susquehanna Greenway. Represent the Susquehanna Greenway Partnership at select community and partner events.
- Assist with planning and organizing SGP's yearly outreach events including the Susquehanna Sojourn, Outdoor Expo, River Valley Ride, seasonal workshops, and Scenes & Sips.
- Provide and update content related to the Trails Program Area on the SGP website.

#### General Administration

- Responsible for the supervision of all assigned staff including AmeriCorps members and seasonal interns. Responsibilities include interviewing, training, planning and assigning work, appraising performance, and with the assistance of the Executive Director addressing complaints and resolving problems.
- Assist the Executive Director and Board of Directors with strategic planning, the annual budget, and fundraising initiatives to drive and support program development.
- Maintain a filing system for trail materials, update and enhance membership database, organize publications, and assist with grant reporting.
- Travel independently to project sites throughout Pennsylvania as needed.
- Assist with other duties as assigned.

#### Qualifications – Knowledge, Skills, and Abilities

- Bachelor's degree in conservation, land and water management, recreation management, outdoor education, urban planning, city and regional planning, or related major; or 2-3 years' related work experience or equivalent combination.
- Excellent communication skills (written and verbal communications) are required.
- Ability to manage multiple tasks, take initiative, deliver high quality work, and work independently.
- Superlative interpersonal skills with a demonstrated ability to work well with people.
- At least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States.
- Experience within outdoor pursuits a plus.
- Valid driver's license and access to reliable transportation.
- A level of volunteer management experience preferred.

#### To Apply:

Submit resume and cover letter to Executive Director, Corey Ellison ([cellison@susquehannagreenway.org](mailto:cellison@susquehannagreenway.org)).  
Susquehanna Greenway Partnership is an equal-opportunity employer.

#### Deadline to Apply

All application materials should be submitted by 11:59 PM on February 11, 2022.

Applications will be reviewed the week of February 14, 2022. Interviews will be conducted via Zoom or phone.

#### About the Susquehanna Greenway

The Susquehanna Greenway Partnership is a 501(c)(3) non-profit. The Susquehanna Greenway Partnership is dedicated to advancing the Susquehanna Greenway, which is a network of land trails, water trails, and communities that runs along the Susquehanna River within Pennsylvania. Our mission is to envision, create, and sustain a greenway along the Susquehanna River, to highlight River Towns, and to enhance the lives of current and future generations. We work towards our mission through the implementation of our three program areas: Trails (both land and water), River Towns, and Education & Outreach.