

DISCUSSION/ACTION AGENDA

Date: November 13, 2013

Item: Trail Steward Program

Background: As suggested by the Trinidad Head Study Committee during presentation of their final report, the Council selected two of its members, Councilmembers Miller and Davies, to work with staff to consider implementation of a Trail Steward Program for the Trinidad area. This subcommittee has met and recommends the attached notice be distributed and posted to determine if there is sufficient interest to designate an overall volunteer coordinator, as well as volunteer stewards to carry out the functions of a trail steward program.

If sufficient interest is demonstrated, staff would then work with the Humboldt Trails Council toward development of an Memorandum of Understanding which would be brought back to the City Council for consideration and approval. The Humboldt Trails Council currently oversees active stewards programs on the Hammond Trail, the Manila Dunes Trails and the Arcata trail system. Such a partnership would provide liability insurance, volunteer training curriculum and support structure.

Proposed Action: Receive an update on the concept of a Trail Steward Program and authorize distribution/posting of a notice soliciting volunteers.

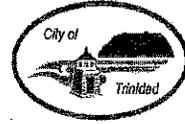
Attachments:

Notice Seeking Volunteers

Position Description for Volunteer Trail Steward Coordinator

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570



NOTICE

The City of Trinidad is seeking volunteers to support the implementation of a Trails Steward Program for the Trinidad area.

The City is seeking a **Volunteer Trail Steward Coordinator**, with duties generally as outlined in the attached position description. The Trail Steward Coordinator needs to be willing to make a long-term commitment of at least a year in order for the City to realize the benefit from the training and organization necessary to implement the program.

The City is also seeking **Volunteer Trail Stewards** who would work under the direction of the Coordinator. It is anticipated that the Trail Stewards could work individually, or in pairs, or in small groups to provide more frequent trimming and litter removal than possible with limited Public Works maintenance staff. The work of the Volunteer Trail Stewards is intended to supplement the work performed by maintenance staff and might involve minor trimming, litter removal, hazard and safety patrol and/or removal of invasive species.

Sign-up sheets for the positions of Volunteer Trail Steward Coordinator (both primary and back-up) and Trail Stewards are in town hall, and will be accepted through December 13, 2013. If there is enough interest, the City Council will be asked to approve the implementation of such a program and consider adoption of a Memorandum of Understanding to partner with the Humboldt Trails Council.



POSITION DESCRIPTION VOLUNTEER TRAIL STEWARD (VTS) COORDINATOR

General Overview – Trails in Humboldt County are precious community assets that rely on a partnership between local governmental agencies, area service organizations and non-profits (e.g., Humboldt Trails Council), and citizens, to be appropriately used and adequately maintained. The **Volunteer Trail Steward Coordinator** assumes responsibility for the recruitment, training, and oversight of the Volunteer Trail Stewards for a specific trail or segment of trail. The **Volunteer Trail Steward Coordinator** works closely with the Trail Steward Steering Committee, trail stakeholders, and appropriate agency and governmental resources.

Responsibilities –

- The Volunteer Trail Steward [VTS] coordinator will assist in the recruitment of Volunteer Trail Stewards for the trail or section of trail the coordinator is responsible for.
- The VTS coordinator will maintain database records/contact information and signed liability releases from each VTS.
- The VTS coordinator will play a lead role, in coordination with the VTS Steering Committee, in the training and preparation of stewards assisting with the trail in the coordinator's area of responsibility.
- The VTS coordinator will allocate/communicate responsibilities to VTS, including areas of responsibility and activities to be avoided; and including an email list for sending work day invitations and other VTS announcements.
- The VTS coordinator will remain in regular contact with the VTS under his/her oversight. It is important for the coordinator to have a sense of the issues that the VTS see and experience while on the trail. It will also help maintain some level of VTS accountability.
- If there is a problem or concern with the performance of an individual VTS, the coordinator will work with that VTS to insure that they meet expectations or, if necessary, terminate the volunteer and find a replacement.
- The VTS coordinator will need to understand the resources and support available to address specific trail issues, e.g., who to contact regarding a downed tree or major repair, graffiti on the trail, inappropriate use of the trail, health emergencies, etc.
- The VTS coordinator will communicate regularly and as necessary with the Trail Steward Steering Committee.
- The VTS coordinator may take an active role in organizing or working with VTS on Trail Clean-up Days, fundraising initiatives, or other collective programs. Coordinators will clear such efforts with the Trail Steward Steering Committee.
- The VTS coordinator will help the Trail Steward Steering Committee evaluate and refine the VTS program.
- The VTS coordinator will assume other duties as assigned by the Trail Steward Steering Committee.

Note: This is a volunteer program. It is not expected that the VTS coordinator be anything more than a part-time volunteer. More time will be required during the initial recruitment and training period, but once the VTS are in place responsibilities should generally be limited to a few hours a week.