

Volunteer Job Title:

NEA Land Manager, [Specific Property]

NEA Assistant Land Manager, [Specific Property]

Goal of the Land Manager

To manage the development and maintenance of trail networks on a specific NEA private property.

Time Commitment

- Attend (or arrange for a substitute) all the trail cuts and/or maintenance days on the property you are responsible for. There will be a minimum of two non-consecutive days per year for a property.
- Write a brief report after each trail cut/maintenance day.
- Check the NEA forums regularly.

These time commitments can be shared with the Assistant Land Manager.

Actions

- Act as the liaison between the landowner and the NEA if needed
- Monitor and participate in relevant discussion on the NEA forums
- Post a call for volunteers on the NEA forum two or more weeks before each trail cut/maintenance day for the property.
- Attend all trail cuts/maintenance days on the property, or arrange for a substitute to lead for the day
- Coordinate volunteers, monitor safety, and direct activities on the property
- Carry appropriate permission paperwork when on the property
- Develop new trails if applicable
- Monitor the condition of all trails on the property and make recommendations to the NEA regarding repairs, required maintenance, usage restrictions, etc.
- Submit a written report to the NEA (a post in the forum is fine) after each trail cut/maintenance day summarizing the day's activities and observations.

DETAILS:**Number of Cuts/Maintenance per year**

Each property is unique so there cannot be a set number for trail cuts while a property is in its development stage. An effort should be made to get the property available for recreational use as quickly as the Land Managers, NEA, and volunteer schedules permit.

When a property is well developed and in recreational use there should be an effort to plan at least two maintenance days per year.

Impact

Once a trail network has been developed it is important to observe and report areas with excessive impact. These areas should be the areas of concern and receive the most attention during maintenance days.

Call for Volunteers

Typically the call for volunteers is done on the NEA forum with NEA Delegates posting this information to their individual clubs. Information posted should include meeting time, directions, as well as any desired tools.

Reports

Land Managers should make a brief report after each trail cut or maintenance day on what was accomplished. Also Land Managers will need to make a season end report on the current condition, impacts, and areas of concern that may need attention coming the following year.

Trail Cut/Maintenance Day Checklist

Trail Markers (paint and/or ribbon)
Number of saws and loppers
Landowner Permission form
Tax map of land
Water
First Aid Kit

Reports

Land Managers should make a brief report after each trail cut or maintenance day on what was accomplished. Also Land Managers will need to make a season end report on the current condition, impacts, and areas of concern that may need attention coming the following year.

Trail Leading

Clubs may often ask for assistance for leading their trail runs. It is the responsibility of the individual clubs to attend the trail cuts and make themselves familiar with the trail network. To assist clubs the Land Manager will need to place trail markers in such a way as members will not become lost. It will also be necessary to make a trail map so that the individual clubs can find their way around without additional assistance. These can be simple hand drawn maps as long as the trails are approximately in relation to one another.