

FORESTRYSA | POSITION DESCRIPTION

Trail & Volunteer Program Coordinator



Current Incumbent:	Vacant	Appointment Type:	Full Time, 12 Month Contract
Location:	Mount Lofty Ranges	Level:	4
Reporting to:	General Manager, Recreation, Strategy & Engagement		

PURPOSE OF THE POSITION

The Trail and Volunteer Program Coordinator is responsible for coordinating the maintenance of trail infrastructure at Fox Creek Bike Park, ensuring trails remain safe, functional and well maintained. Working with ForestrySA staff, contractors, clubs, park users and volunteers, the role will monitor trail conditions, prioritise maintenance requirements, coordinate inspections and repairs, oversee contractor works and deliver structured volunteer trail maintenance activities.

The position will also coordinate ForestrySA's broader volunteer systems and engagement program. Working with rangers and project leaders, the role will maintain the estate-wide volunteer database and support the planning, communication, delivery and reporting of volunteer activities. This will strengthen community participation and support priority conservation, biodiversity and recreation projects across Mount Crawford, Kuitpo and Second Valley forests.

KEY RESPONSIBILITIES

Duties and responsibilities include, but are not limited to the following:

- Oversee coordination of Fox Creek Bike Park to ensure ForestrySA staff, Rangers, contractors and volunteer groups deliver activities safely, efficiently and in accordance with identified priorities, the AusCycling Australian Mountain Bike Trail Guidelines and ForestrySA requirements.
- Monitor trail conditions at the Fox Creek Bike Park and coordinate timely responses to hazards, damage, safety concerns and emerging maintenance requirements.
- Plan, scope, schedule and oversee trail inspections and maintenance works within an approved budget at the Fox Creek Bike Park
- Develop and maintain prioritised maintenance schedules and accurate records of inspections, identified works, completed activities and outstanding actions for the Fox Creek Bike Park.
- Engage with ForestrySA staff, contractors, clubs, park users and other stakeholders to inform maintenance priorities, support coordinated park management and provide effective communication.
- Develop and coordinate a structured program of volunteer-led community programs at Fox Creek Bike Park.
- Provide planning and coordination support to Rangers for Fox Creek Bike Park facilities and approved activities.
- Develop and implement an estate-wide volunteer engagement program aligned with ForestrySA's operational priorities, broadening participation, strengthening community partnerships and supporting conservation, biodiversity and recreation projects.
- Work with rangers and project leaders to plan, resource and safely deliver volunteer activities, including approved work plans, risk assessments, inductions, supervision arrangements, equipment and safety information.
- Maintain ForestrySA's volunteer database and supporting administrative systems, ensuring volunteer records, communications, participation data and performance reporting remain accurate, current and fit for purpose.
- Contribute to the development and maintenance of policies, guidelines, WHS procedures and other documentation, as appropriate, relating to volunteer engagement
- Support the delivery of ForestrySA's Disability Access and Inclusion Plan and Reconciliation Action Plan through the planning and consideration of accessible, inclusive and culturally appropriate volunteer and community activities.
- Maintain accurate and complete records of business activities created and received in accordance with the *State Records Act 1997* and policies and procedures.
- Work safely by complying with established safe work procedures and take a pro-active approach to WHS & IM by immediately advising supervisor of any hazard together with suggestions for controlling the hazard. Support co-workers who have been injured at work.

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- Fox Creek Bike Park trails are systematically inspected, maintained and renewed to remain safe, functional and fit for purpose.
- Trail hazards, damage and emerging maintenance requirements are identified, prioritised and addressed in a timely manner.
- Contractor and volunteer trail works are effectively planned, coordinated and delivered safely, efficiently and to Auscyling's Australian Mountain Bike Trail Guidelines and ForestrySA requirements.
- Accurate trail condition, maintenance, contractor and volunteer records support effective planning, decision-making and reporting.
- ForestrySA staff, clubs, park users, contractors and volunteers are constructively engaged to support coordinated trail management and community participation.
- A consistent estate-wide volunteer system supports the effective planning, communication, delivery and reporting of volunteer activities across conservation, biodiversity and recreation projects.
- Volunteer participation and community activation are strengthened through well-planned activities that align with ForestrySA's operational priorities and provide safe, meaningful opportunities for involvement.
- Volunteer and community activities are planned and delivered in a way that supports accessible, inclusive and culturally appropriate participation, consistent with ForestrySA's Disability Access and Inclusion Plan and Reconciliation Action Plan.

FOREST MANAGEMENT SYSTEM ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices;
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks;
- Protect the health and welfare of all persons in the workplace;
- Capture and maintain official records;
- Comply with the law, consider neighbours and treat all stakeholders with respect; and
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

WORKING RELATIONSHIPS

- Liaises with a diverse range of internal and external parties and key stakeholders including volunteers.
- Working Relationship with Commercial Operations, Rangers and Communications section staff.
- Direct reports – Nil
- Reports to General Manager, Recreation Strategy & Engagement

SPECIAL CONDITIONS

- Required to participate in regular outdoor work across uneven terrain
- May be required to participate in fire protection activities, commensurate with skills and abilities.
- May be required to undertake regular health assessments in accordance with ForestrySA Fire Manual and complete an annual task-based test appropriate to nominated fire role.
- Required to participate in the Performance Development Process.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector.
- Occasional weekend or out-of-hours work associated with volunteer activities, inspections or events
- A current valid South Australian driver's licence.

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FORESTRYSA CORE COMPETENCIES

Communication	Demonstrates sound consultation, negotiation and communication skills, and the ability to effectively interact with a broad range of people.
Business Competence	Demonstrates the ability to plan, coordinate, review, evaluate and provide advice on work systems and practices to support business processes and achieve efficiency and effectiveness.
Project Management	Proven ability to analyse and estimate the scope and complexity of minor projects prioritise work and resources to achieve desired outcomes.
Workplace Safety & IM	Demonstrated commitment to the effective management of workplace safety and injury management at all times. Supports co-workers injured at work by actively participating in and supporting their return to work and recovery.
Organisational Values	Demonstrated commitment to the promotion of ForestrySA's organisational values and ensures all tasks are completed consistently with the values.

QUALIFICATIONS / CERTIFICATES & EXPERIENCE

Essential

- Relevant qualification in recreation management, community development or a related discipline, or equivalent relevant experience.
- Demonstrated experience in planning, coordinating and evaluating community-based programs to achieve safe and effective outcomes.
- Demonstrated ability to inspect assets, undertake risk assessments, prioritise maintenance requirements, and coordinate timely and practical responses.
- Demonstrated ability to develop and coordinate volunteer programs, systems and activities, including communications, scheduling, activity planning, record keeping and reporting.
- Demonstrated ability to build constructive working relationships and collaborate effectively with staff, contractors, volunteers, community groups, recreational users and other stakeholders.
- Sound knowledge of visitor management, project management principles, work health and safety, environmental management and risk management principles.
- Strong planning, administrative and reporting skills, including exposure to or familiarity with databases, digital systems or spatial information.

Desirable

- Experience in the construction, inspection or maintenance of recreational infrastructure or trail networks.
- Current first aid qualification or willingness to obtain one.

Employee Acceptance

I have read and understood this document

Signature

Date

Manager Signature

Date