



**Organization:** Bragg Creek Trails (BCT)

**Position Title:** Trail Operations Summer Student (2)

**Reports to:** Trail Operations Manager

**Term:** Seasonal Full-Time, June 2023 to August 31, 2023;  
**Under 21 Years of Age/Current High school or Recent High School Graduate**

**Hours of Work:** Various hours based on 30 hours per week including weekday and weekend shifts

**Compensation:** \$20.00 per hour

#### **Organization:**

The Bragg Creek Trails Association (BCT) builds and maintains a sustainable trails system for the enjoyment of all non-motorized trail users in the West Bragg Creek area of Kananaskis Country. A passionate Board of Directors, volunteer base and staff contribute to making Bragg Creek Trails a great place 'for all, outside, in every season'.

#### **Position:**

Trail Operation Summer Students will spend the summer learning about land management and all things trails at the Bragg Creek Trails network located in Kananaskis Country. Reporting to the Trails Operations Manager and supporting the Trail Crew Teams and Trail Hosts team, this position will be involved in and learn the following skills this summer:

- Trail maintenance and building techniques on single track and ski trails
- Safe working practices and ensuring healthy and safe work spaces
- Land management roles and responsibilities including environmental stewardship
- Trail design and considerations in trail planning
- Mapping, wayfinding and signage
- Basic mountain bike maintenance and equipment maintenance
- Trail etiquette and customer service skills in interacting with the public

## Job Duties:

- Use various hand tools to trim bushes and shrubs, rake and remove debris from trails
- Use various hand tools to maintain, repair and reroute current trail network
- Perform basic bike and tool maintenance
- Support the trail host program working at the trail centre answering questions for the public
- Support the Trails Operations Manager in the coordination and management of volunteers and equipment
- Attend regularly scheduled staff meetings including operations and safety meetings
- Provides regular trail condition reports for use on kiosk, website and social media
- Ensure compliance with Safety Policy and Procedure
- Work on the wayfinding team on GIS mapping of signage and entering data
- Various administrative and computer tasks related to process tracking, GIS, forms

## Skills and Experience:

- Ability to work outdoors in all temperatures and weather
- Good verbal and written communication skills
- Computer skills in Google Workspace, GIS and Microsoft office would be considered an asset
- Valid Alberta Class 5 Driver's License with no more than 6 demerits points
- OH&S Training and First Aid Certification will be provided

Working conditions include working in outdoor weather conditions, and can be physically demanding including heavy lifting, shoveling and sweeping. Work location is the West Bragg Creek (WBC) Provincial Park, therefore all candidates will require reliable transportation to WBC. Some worksites require access by mountain bike or by foot so a desire and experience in mountain biking and hiking would be an asset.

Send resume to:

**[TRAILOPERATIONS@BRAGGCREEKTRAILS.ORG](mailto:TRAILOPERATIONS@BRAGGCREEKTRAILS.ORG)**