



DEVELOPMENT COORDINATOR (8 MONTHS)

DESCRIPTION:

The successful candidate will assist with the coordination of the workers for the project, and assist with all the paper work for the Thunder Bay re-route under the direction of the Thunder Bay Adventure Trails President Tim McInnis.

PARTNERSHIP PROPOSAL:

Township of Nipigon and NOSSA

- Look at what the town does for NOSSA and what NOSSA does for the township.
- Full report and advantages and provide recommendations for improvements to this partnership. (i.e. plowing, shoveling, cleaning the building, sanding and sending out tourism requests).

NOSSA ORGANIZATION:

- Learn every aspect of the NOSSA organization so that the participant would be employable in any organization
- Permit tracking
- Trail development
- Grants and deadlines
- Increase Membership sales
- Develop a quarterly newsletter
- Assist with signage program and learn signage
- Monthly reports to NOSSA and the Board of Directors
- Update by-laws - present and NOSSA Board
- Assist with the organization and planning with District meetings
- Assist with the sale of map ads
- Assist with the development of trade show material
- Assist at trade shows
- Marketing our organization in a positive manner

SUPERVISOR & BUSH WORKERS:

The supervisor will assist the bush workers with power saw training and coordinate all completed and will also work along with all the bush workers to train them in all safety aspects of the job. The supervisor will also provide a weekly report to the development coordinator and do all scheduling.

JOB DESCRIPTION FOR BUSH WORKERS:

- Have reliable transportation to and from site
- All equipment must be with them at all times
- Must work as a team
- Must have 1st Aid Course
- Must have WHMIS
- Must wear safety equipment at all times
- Participant will learn proper placement of signage for the trails
- Participant will learn GPS tracking
- Brushing of all trails
- Placement of signage