

**Iowa Confluence Water Trails  
Regional Coordinator**

**FLSA: Exempt**

**Reports to: Director of ICON Water Trails**

**Salary Range: \$45,000-50,000**

**Send resumes to [hr@greatoutdoorsfoundation.org](mailto:hr@greatoutdoorsfoundation.org)**

Iowa Confluence Water Trails — ICON, for short — will connect 80+ improvements across 150 miles of rivers and creeks in Central Iowa. Initiated by the Central Iowa Water Trails Consortium, including Capital Crossroads, Catch Des Moines, the Community Foundation of Greater Des Moines, Des Moines Area MPO, Greater Des Moines Partnership and the Great Outdoors Foundation, ICON represents a new commitment to water safety and conservation as well as a concerted effort to drive economic development, visitor attraction and workforce retention.

**PURPOSE OF POSITION**

The Regional Coordinator for ICON Water Trails serves as the point person for operations and maintenance of the regional projects. They'll work directly with ICON stakeholders including municipal staff, DNR, and Operations & Maintenance and Safety Committees. This individual reports to the Director of ICON Water Trails.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as point of contact for organization stakeholders, including DNR, municipal parks and public works departments
- Oversee regional water trails signage and work with DNR for installation, maintenance, and replacement
- Develop and oversee on-water maintenance contract in partnership with Conservation Corp
- Maintain regional project status database, continually check in with municipal partners on project status including design, construction and completion
- Lead ICON Water Trails Operations & Maintenance and Safety Committees for the organization
- Assist with grant processes, including public art and MidAmerican Energy
- Participates effectively as a member of the ICON management team including but not limited to strategic and operational planning, budget development and monitoring, problem identification and solving, and identifying, recommending, and implementing actions to increase operational efficiency and delivery of educational, recreational and skills training programming
- Cooperates and coordinates with local law enforcement agency activities; keeps their direct report(s) apprised of activities; provides for the safety of visitors. Collects and records relevant user data, concession operations, water levels, usage and maintenance records.
- As needed, participates and assists with other governmental jurisdictions conducting public programs. Initiates various park public relations programs, including recreational opportunities, talks on water trail safety, matters of historical interest, etc. prepares various forms and reports; and performs related work as required
- Manage relationships with ICON stakeholders and vendors, which include but not limited to,

municipal staff, DNR, Conservation Corp, and Polk County Conservation.

- Actively work to employ strategies that support the organizational goals of ICON Water Trails

**Required Knowledge, Skills and Abilities:**

- Knowledge of modern techniques and methods used in the management, care and maintenance of public parks
- Knowledge of principles and practices of natural resource management
- Knowledge of the operations of non-profit and governmental entities
- Knowledge of intergovernmental relations
- Excellent public relations and communication skills
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies and the general public
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to organize and schedule work to meet deadlines;
- Ability to establish and maintain effective working, relationships with other divisions, public officials and private executives, the general public and news media;
- Ability to react quickly and effectively;
- Ability to use logical and creative thought processes to develop solutions according to written procedures and/or oral instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks, including Microsoft Office, Adobe Creative Suite, website design and content management software, and social media outlets and apps;
- Ability to maintain a professional attitude

**Education and Experience**

- Graduation from an accredited four-year college or university with a degree in park management, outdoor recreation, construction management or a related field and
- One to three years of experience in the management of a large public park or non-profit Or
- Any equivalent combination of training and experience which will have provided the required knowledge, abilities and skills as listed above.
- Qualified candidates must be self-starters that are detail oriented, flexible and comfortable in a fast paced, constant change environment. Candidates must have the ability to think quick and creatively. A strong sense of cooperation and strong communication skills are necessary.

**Working and Behavioral Conditions:**

This organization offers a flexible hybrid work environment with specific mandatory days in office.

Half-day Fridays are offered. This is an energetic work environment that requires flexibility.

The physical and mental demands of this position are representative of those that must be met by the employee to successfully perform the essential job results. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job results.