



Contact:

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Project Coordinator

Job Category: Temporary/Part-Time Assistant
Experience Required: Bachelor's degree
Compensation: \$20.19 per hour
Hours per Week: 10-15, plus two weeks of 40+ plus hours
Date Created: February 21, 2019

About Blackhawk Hills Regional Council (BHRC)

Based in Rock Falls, BHRC provides community and economic development, natural resources conservation, and planning services in Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties in Northwest Illinois. It is overseen by an eighteen-member council that consists of three representatives (one county board member, one soil and water member, and one at-large member) from each of the six counties.

About The Position

The Project Coordinator will support the implementation of a \$40,000 rural planning grant awarded to BHRC by the Illinois Department of Transportation. The grant's scope includes continuing and expanding BHRC's Land-Based Non-Motorized Trails Study (report available at <http://www.blackhawkhills.com/development>).

Essential Functions

The Project Coordinator will

- Design and implement an impartial survey of trail users, for a full Monday to Sunday week, on both the Jane Addams Trail (Freeport) and Hennepin Feeder Canal Trail (Rock Falls)
 - As part of the survey process, at least fourteen, twelve hour days are expected (6am to 6pm)
- Maintain consistent survey methods, as well as data integrity
- Systematically sort and interpret data
- Present findings to stakeholder groups
- Recruit and train volunteers for surveying support
- Deploy trail counters in Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties
- Download data from counters monthly
- Review counter conditions and maintain/clean counters
- Work under the direction of the Executive Director; provide concise update reports to the Executive Director; communicate regularly with the Executive Director during intercept survey weeks
- Other duties as assigned by BHRC staff



Knowledge, Skills, & Abilities

- Familiarity with Northwest Illinois – Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties
- Capacity to coordinate volunteer recruitment
- Capacity to oversee volunteers, their welfare, and methods consistency/data integrity at survey sites
- Ready to use/learn to use post piling and extraction tools and other field equipment
- Ready to use/learn to use infrared counters
- Interest in planning, transportation, trails, community/economic development, recreation, and tourism
- Proficiency in bicycle riding
- Maintains an unencumbered driver's license
- Ready access to a reliable bicycle and car, such as the means to transport trail riding gear with such car (including bicycle)
- Ability to lift and carry up to 75 pounds and endure physical exertion in all weather conditions
- Demonstrates independence, street smarts, critical-thinking, empathy, decisive decision-making, and collaborative inclinations
- Comfortable working alone, at home or on/traveling to the trail; able to maintain situational awareness, as well as competency during emergencies
- Ability to establish warm rapport with public, private, and not-for-profit representatives and organizations

Other

Work may be completed remotely and on weekends. The Project Coordinator must coordinate with BHRC staff to exchange data, reports, and receive initial training and introductions; he or she must have access to a broadband Internet connection at home and a smart cell phone (Verizon or US Cellular service) in general.

Education & Experience

Bachelor's degree, experience with statistics and survey methods, experience in planning or a related field, manual labor, management of volunteers

Timeframe & Schedule

Starting as early as March 4, 2019. Employment will conclude after 350 hours or when work is exhausted (but no later than October 31, 2019).