

FINGER LAKES TRAIL CONFERENCE EXECUTIVE DIRECTOR

The Executive Director of the Finger Lakes Trail Conference reports to the President and the Board of Directors and is responsible for the organization's achievement of its mission.

The Executive Director will:

1. Communicate regularly with the President and the Board of Managers on the condition of the organization and any internal or external factors that may influence it.
2. Promote and publicize the activities, programs and goals of the organization.
3. Act as representative for the organization to other organizations, governmental agencies and the general public.

Specific responsibilities include:

1. Provide leadership in developing long-range strategies designed to achieve the FLTC mission and work toward consistent progress.
2. Provide input into program development and organizational plans with the Board of Managers and carry out plans authorized by the Board.
3. Promote and monitor program participation by volunteers.
4. Work with the Membership & Marketing Committees to develop, implement, and monitor strategies to maintain and promote membership growth.
5. Work with the Finance Committee to plan budgets, monitor income and expenses and implement sound financial practices.
6. Work with the Finance Committee and the Board to raise funds necessary to support the mission.
7. Maintain official records and documents.
8. Recruitment, employment and termination of personnel, both paid and volunteer.
9. Supervise and evaluate staff on a regular basis and ensure that recognized human resources practices are followed.
10. Encourage staff and volunteer development and education, utilizing formal and informal methods as appropriate.
11. Handle official correspondence as directed by the Officers or the Board of Managers.
12. Execute contracts or other legal documents when authorized by the Board of Managers.

Approved by BOM
May, 21, 2011

Executive Director
Finger Lakes Trail Conference

The Executive Director of the Finger Lakes Trail Conference works approximately 80 hours per month. Days and hours need to be somewhat flexible so as to coordinate with Board and Committee meetings and other tasks that are time-sensitive. The Executive Director need not live near the FLT Office in Mt. Morris, but will probably need to go there at least once or twice a month. Travel to meeting sites will be necessary as well. Having internet and email access is an absolute necessity, and a cell phone would be very useful.

If you have questions about the job requirements or current status, please contact the current Executive Director, Gene Bavis at gbavis@rochester.rr.com or by phone (315) 573-2768.

Finger Lakes Trail Conference

www.fingerlakestrail.org

EMPLOYMENT APPLICATION

Name

Position

Date

Return this from to:

Human Resources Chairperson

Finger Lakes Trail Conference

or fltcoffice@frontiernet.net

6111 Visitor Center Road

Mt. Morris, NY 14510

The mission of the Finger Lakes Trail Conference is to build, protect, enhance, and promote a continuous footpath across New York State. Forever!

Finger Lakes Trail Conference

Employment Application

1. Personal Data

Name_____

Permanent Address_____

E-mail Address_____

Telephone_____

2. Work and Related Experience

Name/location	Job title	Reason for leaving

Finger Lakes Trail Conference

Employment Application

3. Education

Name of institution	Location	Degree

4. Membership in relevant organizations

Finger Lakes Trail Conference

Employment Application

5. References

List three references (work or related experiences) not related to you.

Name	Phone number

6. Criminal Record

Are you a defendant in any currently pending criminal case?

If so, list the court, the pending charges, and any other details you feel relevant on a separate page.

Have you ever been convicted of a criminal offense?

If so, give details on a separate page.

7. Other

If you desire, use the space below for any other information which you feel would further your candidacy:

I certify that the information listed in this application is current and accurate to the best of my knowledge.

Signature _____ Date _____

The mission of the Finger Lakes Trail Conference is to build, protect, enhance, and promote a continuous footpath across New York State. Forever!