



Trail Boss Coordinator

Position Description
Updated Oct 2021

- 1) Attend meetings of the Bella Vista Bluebird Society (BVBBS) Executive Board when needed, and other BVBBS meetings as needed or requested by the president.
- 2) Keep the President up-to-date on all happenings, activities, changes, etc., that fall under your areas of responsibility defined below.
- 3) Preside over annual trail boss meeting to review annual results and discuss strategy for the upcoming year; call other trail boss meetings as needed.
- 4) Coordinate the efforts of all trail bosses as they perform their duties.
- 5) Receive year-end reports from president, which have been evaluated and tabulated for accuracy.
- 6) Using year-end reports, work with president and trail bosses to determine which boxes need to be relocated, twinned, replaced with a slotted box, etc. Work with appropriate trail boss to carry out plans in a timely manner.
- 7) Work with president and trail bosses to determine where boxes can be added to existing trails, or where new trails can be added. Work with trail bosses to carry out plans.
- 8) Train new trail bosses on their trails.
- 9) Perform the following actions regarding the sales of nest boxes to residents (from the BVBBS [Procedure 4 – The Bluebird Shed & Installing Neighborhood Boxes](#)):
 1. After being informed by The Bluebird Shed of an installation, select the trail boss whose home is nearest to the installation site.
 2. Advise that trail boss of all the details needed for the installation (name, address, phone, email, dates if applicable).
 3. Follow-up with the trail boss after a reasonable time if you haven't heard that the job has been completed.
 4. Inform the BVBBS President and The Bluebird Shed after the installation has been completed.
- 10) Suggest changes to relevant Position Descriptions and Procedures as needed.