



Bruce Trail
CONSERVANCY
TORONTO CLUB

Information and Records Coordinator

We are seeking a detail-oriented individual with a background in Information Technology and an interest in land management to support the documentation of our trail systems. This role is ideal for someone who values both technical precision and environmental stewardship.

Volunteer Responsibilities

- Maintain and update trail section geography records, including structures, signage, and routing changes; publish updates on the club website and share with relevant groups.
- Use GPS devices to document new structures and routes; coordinate with the BTC GIS contact to keep data current.
- Organize an annual trail geography review with volunteers.
- Record minutes for all LMC meetings.
- Manage access to the club's digital resources (e.g., Google Drive) for volunteers; ensure information is up to date and accessible as needed.
- Coordinate annual updates and confirmation of volunteer roles and contact info for all trail-related groups, while ensuring data privacy and timely information sharing.

Essential Elements

- Background in Information Technology.
- Familiarity with Trail Maintenance (TM) and Land Management Committee (LMC) procedures.
- Willingness to serve as the IT gatekeeper for the group.
- Must have a personal vehicle and be able to travel regularly to the trail section.

Applicants are asked to contact the Toronto Bruce Trail Club Volunteer Director Karen at tbtc.volunteers@gmail.com.