

Insurance and Risk Management Officer (volunteer position)

Volunteers are essential to the Oak Ridges Trail Association. We are currently seeking a Insurance and Risk Management Officer.

The Oak Ridges Trail Association (ORTA) mandate is to plan, promote, create and maintain public recreational trails on the Oak Ridges Moraine for the recreational and educational use, benefit and enjoyment of the general public.

This system of public recreational trails is located on the Oak Ridges Moraine and link the Bruce Trail, the Ganaraska and other public recreational trails throughout the Oak Ridges Moraine.

ORTA through hiking and related activities, will promote, support and engage in public awareness regarding the appreciation, renewal and protection of the natural environment surrounding the trail system and to encourage ecologically responsible stewardship of this resource.

Duties:

- Work with the Trail Director to ensure all trail worker waivers are signed and on file
- Work with the Hike Coordinator regarding the hike event waiver template, record keeping etc.
- Process insurance certificates for property owners and keep a record of when certificates are due for renewal
- Coordinate the Public Liability and Directors and Officers insurance through Hike Ontario
- Arrange for liability coverage for any ORTA special event (i.e. Adventure Relay) that is not covered under our Hike Ontario policy
- Review the trail structures spreadsheet and trail condition reports to flag any concerns
- Identify risks to the Board and provide recommendations
- Maintain electronic records related to the trail and risk management
- Develop policies and procedures and training for volunteers

Experience:

- Previous experience in the insurance and risk management field would be an asset
- Strong organizational skills
- Strong communication and problem-solving skills

Please express your interest in writing to pres@oakridgestrail.org by March 31, 2025.