



commute options

Date: January 11, 2023
Job Title: **Safe Routes to School Educator**
Employment: Part Time, Seasonal Flexibility
FLSA Status: Nonexempt

Reports To: **Education Program Manager**
Work Schedule: M-F
Work Location: Office 50% & In the Field 50%

JOB DESCRIPTION SUMMARY

The Safe Routes to School (SRTS) program creates fun, convenient, and safe opportunities for children to walk and roll to and from school. The Safe Routes to School Educator reports to the Education Program Manager, acts as an instructor and reports to job sites including schools and special events to help deliver SRTS instruction to students K-8. The Safe Routes to School Educator also supports the [Walking School Bus](#) (WSB) program to facilitate program objectives and implement activities.

ESSENTIAL JOB DUTIES & FUNCTIONS – These can be performed with or without an accommodation.

- Support program planning and implementation of activities. Prepare paperwork and maintain records.
- Assist the [Walking School Bus Program](#) through the organization of events in areas such as time, prizes, and other duties as requested. Actively communicate with families, school administration, and community partners.
- Lead one Walking School Bus route 5 days a week in the morning and afternoon. Assist the Education Program Manager in promoting your route and increase student participation.
- Ensure that objectives and activities are properly implemented per grant and contract.
- Deliver informative and engaging Walk and Roll program safety education as an instructor.
- Support Education Program Manager in outreach activities outside of school instruction time (events, meetings, etc.) encouragement events, bike nights, walking and rolling to school events, May challenge month, and survey/tally data collection.
- Assist in volunteer recruitment and retention.
- Review claims and logs. Accurately and timely report on deliverables each quarter to ODOT, City of Bend, and any other applicable contracts.
- Attend events and assist in the transportation of materials. Track all approved programs' transactions and expenditures.
- Perform other duties as assigned by the Education Program Manager for the further development of the agency.

COMPETENCIES

- Stress Management – Accepts pressure and maintains composure and perspective in tense situations and under deadlines with funders, donors, community partners and members, Board, and staff.
- Detail oriented & Quality Focus – Verifies all work. Recognizes and addresses flaws or errors. Receives constructive criticism and seeks to improve.
- Interpersonal Communication – Builds rapport with a positive and collaborative attitude with all levels of people within the organization and outside.
- Nonprofit & Job-Specific Knowledge – Understands transit industry and transportation issues and its standards, practices, and processes.



QUALIFICATIONS

- Must embrace the mission of Commute Options.
- Always demonstrate professional conduct.
- Strong interpersonal and writing skills.
- Be organized and exhibit “follow through” on tasks and goals.
- Possess the skills to work with a team and participate with a focus on collaboration.
- Knowledge in transportation industry principles and laws.
- Have access to a bicycle in safe working condition.
- Have reliable means of transportation.
- Proof of eligibility to work in the United States of America.

POSITION COMPENSATION

The Safe Routes to School Educator is a part time position with a seasonal flexibility, depending on applicants experience and hourly preference. There is a fixed schedule during the school year (September through mid-June), with the option for a flexible schedule during summer. The Safe Routes to School Educator will earn an hourly wage of \$22.00/hour with no personal benefits.

WORKING CONDITIONS, ENVIRONMENT & PHYSICAL DEMANDS

Working conditions require sitting or standing for prolonged periods of time working at a desk and computer workstation. Must be able to frequently perform simple grasping, fine manipulation, and repetitive hand and arm movements on a regular basis. Must be able to walk, stand, bend, twist, run, ride, and roll and perform these actions in work settings and at events. Must be able to lift bicycles and load bicycles into a trailer. Must be comfortable riding a bike while managing groups of students on bikes. Must be able to stand and sit for prolonged periods of time and can safely lift and carry up to 50 pounds of materials and equipment.

The above statements are intended to describe the general nature and level of the work to be performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with the position. Commute Options reserves the right to amend and change responsibilities to meet business and organizational needs.

My signature below indicates that I have reviewed this job description and have received a copy.

Employee Signature

Date

Executive Director Signature

Date