



# commute options

Date: August 15, 2023  
Job Title: **Safe Routes to School Coordinator**  
Employment: Regular, Full Time  
FLSA Status: Nonexempt

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

## **JOB DESCRIPTION SUMMARY**

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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 Coordinator (SRTSC) reports to the Education Program Manager. The SRTSC is a highly organized program coordinator with strong attention to detail. The SRTSC primarily facilitates Safe Routes to School program objectives and implement activities. The SRSTC also supports other programs as designated to facilitate program objectives and implement activities.

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

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- Support program planning and the coordination and implementation of activities. Prepare paperwork, maintain records and submit monthly reports.
- Ensure that objectives and activities are properly implemented per grant and contract.
- Deliver informative and engaging Walk and Roll program safety education as lead program instructor.
- Provide consistent outreach to parents and community members on Walking and Rolling transportation benefits.
- Plan and conduct outreach activities outside of school instruction time (events, meetings, etc.) encouragement events, Bike Nights, Walking and Rolling to school events, May Walk + Roll Challenge, and data collection.
- Work with school contacts to schedule education, meetings and events and maintain the agenda.
- Assist in volunteer recruitment and retention.
- Staff program table at events to support outreach and gathering support for SRTS and other Commute Options programs, such as Get There Oregon, Vanpools and Oregon Friendly Driver..
- Review claims and logs. Accurately and timely report on deliverables each quarter to ODOT, City of Bend, and any other applicable contracts.
- 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.
- Attend and coordinate events and the transportation of materials. Track all approved programs' transactions and expenditures.
- Assist with the planning and tasks involved with special projects including videos, photo documentation of activities, creating new, relevant curriculum, new messaging and tabling equipment, Walk and Roll audits, and other duties as needed.
- Graphic Design: Develop messaging materials and update/create walking and rolling maps in Adobe Illustrator.
- Perform other duties as assigned by the Education Program Manager for the further development of the agency.



## COMPETENCIES

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- 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

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- 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 and good communication..
- Knowledge in transportation industry principles and laws.
- Have access to a bicycle in safe working condition.
- Have reliable means of transportation.
- Have experience driving a full size pick up with a trailer.
- Excellent computer skills including Microsoft Office (Word, Excel, PowerPoint), social media, Adobe Creative Suite, and Canva.
- Proof of eligibility to work in the United States of America.

## WORKING CONDITIONS, ENVIRONMENT & PHYSICAL DEMANDS

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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.

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*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.*



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Employee Signature

Date

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Executive Director Signature

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Date