



Date: September 29 , 2026
Job Title: **SRTS Coordinator**
Employment: Regular, Full Time
FLSA Status: Nonexempt

Reports To: **Deputy Director**
Work Schedule: M-F
Work Location: Hybrid 50% & In the Field 50%. Located in the Rogue Valley area.

Pay Rate: \$27.00 per hour

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 Coordinator (SRTSC) reports to the Deputy Director. The SRTSC is a highly organized program coordinator with strong attention to detail. The SRTSC primarily facilitates Safe Routes to School program objectives and implements activities with the goal of increasing the percentage of students walking, biking, or rolling to school. The SRTSC 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.

- Provide input in developing a regional SRTS Strategic Plan. Facilitate meetings with the SRTS Coalition once the planning process is finished.
- Support program planning and the coordination and implementation of activities.
- Prepare paperwork, maintain records and submit monthly reports, ensuring objectives and activities are properly implemented per grant and contract. Write and publish annual reports.
- Deliver Comprehensive Transportation Safety Behavior Education, including bicycle and pedestrian safety education through classroom instruction, bike training, and interactive workshops prioritizing underserved communities.
- Plan, coordinate and host walk + roll events throughout the region.
- Track attendance at events and participation in educational programs.
- Offer caregiver education through workshops, take-home safety materials, and on-site engagement during school events in at least two languages.
- Utilize the train-the-trainer model to build capacity and train local and regional partners to help deliver and facilitate walk and roll education.
- Collaborate with community partners to deliver safety messaging across schools and neighborhoods.
- Attend and coordinate events and the transportation of materials for events. Track all approved programs' transactions and expenditures.
- Perform other duties as assigned by the Active Transportation Program Manager for the further development of the organization.



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 nonprofit 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 and good communication..
- Knowledge in transportation industry principles and laws.
- Have access to a bicycle in safe working condition.
- Have reliable means of transportation.
- 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

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.

BENEFITS

- Extensive benefits package and PTO after first 90 days of employment: 100% employer-covered health insurance, Vanguard 403(b) retirement account - employer contribution, cell phone stipend.
- Holidays: 12 paid holidays
- Paid personal and professional development opportunities: we invest in the growth and advancement of our employees by offering financial support for activities such as attending conferences, workshops, trainings, or



pursuing further education, especially in areas such as unconscious bias awareness, cultural competency and responsive communication, and trauma-informed practices.

- This benefits package demonstrates Commute Option's commitment to supporting its employees' well-being, financial security, and professional development.
- Differential pay (see below).

WORKING CONDITIONS, ENVIRONMENT & PHYSICAL DEMANDS

Working Environment

- This position involves working both in an office setting and outdoors on roadways, sidewalks, bike paths, parks, school grounds, and parking lots.

Working Hours

- This position requires early morning shifts and occasional evening work. Morning start times vary, beginning as early as 7:00 AM, depending on school schedules. Evening commitments are based on event hours but typically conclude by 8:00 PM.

Essential Physical Requirements & Effort

- The person in this position needs to move safely in both inside and outside environments.
- Ability to transport, position, move, and safely handle equipment or materials up to 50 pounds.

Travel Requirements

- Must have a reliable means of transportation.

Commitment to Inclusivity, Equity, and Accessibility:

At Commute Options, we are dedicated to fostering an inclusive and equitable workplace where every voice is heard and every contribution matters. We encourage applications from candidates of all backgrounds and identities. Our workplace culture prioritizes safety, inclusivity, and belonging, particularly for marginalized professionals.

Differential Pay

We value the diverse skills our employees bring to the table, and we recognize the importance of multilingual abilities in our organization. To encourage and reward the talent of our multilingual team members, we offer differential pay for employees who speak more than one language. This additional compensation is designed to recognize the extra value multilingual individuals bring to our work environment, whether in customer service, internal communications, or other areas where cross-lingual skills enhance our efficiency and outreach.

- Eligibility: Employees who are proficient in more than one language and use these skills regularly as part of their



job responsibilities will be eligible for the multilingual pay differential.

- **Rate of Pay:** The multilingual differential pay will be determined based on the level of language proficiency, frequency of language use, and the specific job duties that require multilingual communication.
- **Languages Covered:** A range of languages will be considered, with particular emphasis on those most relevant to the regions we serve or our internal operations.

Reasonable Accommodations:

We are committed to providing reasonable accommodations to ensure that all employees, including those with disabilities, can perform the essential functions of their job. If you require any accommodations during the application or employment process, please contact info@commuteoptions.org to discuss how we can support your needs.

Universal Design and Accessibility:

We embrace universal design principles to ensure our recruitment and hiring processes are accessible to all individuals. As part of our commitment, candidates invited to interview will receive a copy of the interview questions in advance to promote equitable preparation and participation. This practice ensures that all candidates have the opportunity to demonstrate their qualifications fully.

EEOC Statement:

Commute Options is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, protected veteran status, or any other characteristic protected by law.