**Safe Routes to School Coordinator Part-time, Pilot Program**

*This position is for a pilot/startup program, with emphasis on creating a task force and community outreach. Housed within a city.*

The Coordinator will help launch the City's first Safe Routes to School Task Force in partnership with local School Districts and relevant stakeholders. This effort will formally ally the School Districts with the City and relevant stakeholders to educate school site administrators, parents, and students about pedestrian and bicycle safety; build multigenerational pedestrian and cyclist awareness; and mitigate traffic concerns by promoting a comprehensive, proactive behavior and infrastructure-based approach to securing safety along school routes and within school sites. This position requires an energetic self-starter with excellent communication, diplomacy and leadership skills, and commitment to contribute to the Healthy Cities Campaign by making the City a safer place to bike and walk for students and adults alike.

Additional duties include, but are not limited to:

* Develop task force overview and invitation to support outreach efforts
* Outreach to pilot schools to engage/recruit principals, assistant principals, school site councils, PTAs, relevant volunteer groups in effort
* Schedule, coordinate logistics for, host, collect and distribute meeting notes for, and set action items for task force meetings (set ground rules, goals and determine assignments/responsibilities/working groups)
* Pursue grant opportunities to extend life and reach of group and, if awarded, coordinate grant activities implementation
* Coordinate group's partnership with City related traffic engineering consultants (interviews, surveys, walkability assessments)
* Work with relevant campus staff to implement school programming on site
* Staff internal Communications Working Group to access campaign, branding, and technology tools available through this team
* Create email newsletters, flyers, brochures, web pages, presentations, press releases that connect all sectors and internal staff with opportunities to engage in efforts
* Attend and report efforts to Council and Commissions as requested
* Plan, coordinate, and lead aligned community events including workshops, trainings, presentations, meetings, block parties, festivals etc.
* Expand efforts to focus on engagement/best practice sharing within neighborhoods and targeted business (i.e. those with bike fleets/shuttles)

**Safe Routes to School Program Coordinator Part-time**

*This a school based part-time coordinator position, but housed at the city.*

The Coordinator will help develop, administer and coordinate a variety of school-based programs supporting the City’s Safe Routes to School (SRTS) goals. The Program Coordinator will plan, organize and implement SRTS programs at local elementary and middle schools; support school sites’ SRTS efforts; collaborate with the school district to develop sequential classroom-based lessons supporting the SRTS program; communicate and coordinate with community organizations, law enforcement, advocacy groups and city/county officials, and support a variety of SRTS City initiatives.

Additional duties include, but are not limited to:

* Development and execution of the SRTS program that will lead to more walking and biking in participating schools, including organizing and growing walking school buses and bike trains, parent organizing and other ongoing encouragement events.
* Work directly with parents, teachers, and school administrators to develop and implement locally-appropriate campaigns and projects that significantly increase walking and biking at those schools and that develop a sustainable culture of walking and biking at each school.
* Collaborate with local organizations to coordinate annual Walk to School Day, Bike to School Day, May Is Bike Month, and other education and encouragement events.
* Coordinate citywide and district-wide SRTS programming, resources, and communication.
* Create and promote district-wide encouragement programs and resources for schools.
* Serve on district committees and coalitions that will further SRTS Program goals.
* Work as part of a team to improve and modify existing SRTS Curriculum; train teachers in the implementation of curriculum.
* Reach out to and meet with principals, develop and support volunteer teams, and other school staff as needed.
* Conduct parent and student workshops in pedestrian safety, personal safety skills, and other SRTS topics.
* Facilitate ongoing evaluation of district walking/bicycling programs to measure progress, including assessment of parent and student attitudes.
* Revise, maintain, and develop written and on-line teacher resources to support program activities including development and maintenance of a SRTS website.
* Maintain program budgets and report on progress.
* Support and encourages SRTS network among participating schools in the district.

 **Safe Routes to School Program Coordinator Full-time**

*Full-time Safe Routes to School coordinator for an existing program.*

The Safe Routes to School Program Coordinator will be responsible for development, coordination, and implementation of the SRTS program for the City. This includes program development/planning, program administration, marketing/outreach, education and training, event promotion, volunteer coordination, and program evaluation. Additional duties include, but are not limited to:

* Plans, organizes, coordinates, promotes, and serves as the city’s primary liaison with other staff, citizen groups, event promoters, corporate partners, business owners, the media, and other agencies for the Safe Routes to School (SRTS) program.
* Creates an annual work plan, calendar, project task lists, and time estimates based on the SRTS grant and action plans for elementary and middle schools.
* Participates in planning and coordinating a variety of community outreach/education activities and projects in support of the Safe Routes to School (SRTS) programs and services.
* Researches, develops, recommends, and implements program or project plans to meet overall program goals established by the City.
* Develops and recommends program parameters, program budget, and metrics, including associated program policies and operating/administrative procedures
* Coordinates regular Task Force meetings with SRTS partners/stakeholders.
* Develops written content for web pages and events/programs. Distributes information about the program and safety for the community and individual schools.

 **Active Transportation Coordinator (Associate Planner)**

*This position integrates Safe Routes to School into an active transportation coordinator position. (from City of Tacoma, WA)*

The Active Transportation Coordinator position is responsible for ensuring that the City is in compliance with applicable State requirements for Commute Trip Reduction (CTR).

Additional duties include, but are not limited to:

* Policy support for Transportation Demand Management (TDM), capital project support for non-motorized facilities, and various active community initiatives and events that promote healthier lifestyles.
* Representing the City at various private/public organizations and clubs that support non-motorized transportation and trail systems.
* Collaborate with various departments and agencies to discuss and implement policies and programs that support the City’s active transportation goals.
* Identify and secure funding resources to supplement various City programs and services related to the promotion and education of urban transportation solutions, mass transportation enhancements and pedestrian accommodations.
* Build and maintain an innovative network of key partners across sectors such as governments, industry, business, utilities, and academia to support sustainable infrastructure practices in Tacoma, as part of sustainable transportation strategy.
* Development and execution of the SRTS program that will lead to more walking and biking in participating schools, including organizing and growing walking school buses and bike trains, parent organizing and other ongoing encouragement events.
* Collectively, these responsibilities are expected to initiate/develop/deliver projects, create/promote innovative programs, and create/support events that increase use of alternative transportation modes such as walking, biking, carpooling/sharing and transit.