



**Government Services
Safe Routes to School Coordinator**

Recruitment Announcement

Title: Safe Routes to School Coordinator

Salary Range: \$23.65-\$32.23 per hour

Division / Program: Government Services / Transportation

Reports to: Transportation Program Director

FLSA Status: Non-exempt, overtime-eligible

Representation: Employees Association union

Position Location: Lane Education Service District 1200 State Hwy 99 N, Eugene, OR 97402; Park Place Building, 859 Willamette Street, Eugene, OR 97401; or other areas as needed

Deadline: To be received by Wednesday, November 10, 2021, at 4:00pm

How to Apply and Position Purpose

We currently have an opening for a Safe Routes to School Coordinator for Lane County non-urban schools. This is an EA-represented position.

Interested parties should submit (1) an Official LCOG Application, (2) a cover letter, and (3) a resume, to the attention of: Joshua Burstein, Human Resources Manager, Lane Council of Governments, 859 Willamette Street, Suite 500, Eugene OR, 97401, by fax to (541) 682-4099, or by email to jobs@lcog.org, by the above deadline.

You may obtain an Official LCOG Application at www.lcog.org/jobs.

Position Purpose: The position is responsible for working with school district staff, city staff, parents, and community members to create safe active transportation environments at and around schools in Lane County outside of the Eugene/Springfield metro area. The coordinator will work with local schools to implement the 6 E's of Safe Routes to School (Encouragement, Education, Engineering, Enforcement, Evaluation, and Equity) to help students use active transportation modes safely.

Position Essential Functions and Other Information

1. Creates an annual work plan based on the SRTS Non-Infrastructure grant.

2. Develops and works to implement a comprehensive SRTS program focused around bike and pedestrian safety education.
3. Collects and shares data where applicable (events, education statistics, etc.)
4. Leads encouragement activities for target schools, including Walk+Bike to School Day in October, Walk+Bike Challenge Month in May, and other community events targeting active transportation for families.
5. Works with schools to offer Safe Routes Bicycle and Pedestrian Education Program, including coordinating with Physical Education staff.
6. Works with Lane ESD driver education coordinator to build a K-12 system that focuses on safe, multi-modal transportation system users.
7. Builds relationships with local walking and biking communities, and the Parent-Teacher Organizations (PTOs) and parent networks in schools throughout the county to increase awareness surrounding Safe Routes to School.
8. Identifies champions within the school district and parent network for each school to build a parent volunteer base for walking and biking groups, encouragement activities, and action plan implementation projects.
9. Collaborates with other related regional programs throughout Lane County (Bethel, Springfield, 4J, P2p, Safe Lane Coalition, Lane County Public Works, etc.)
10. Provides frequent updates to appropriate groups and boards as necessary.
11. Follows and maintains knowledge of all district policies and procedures.
12. Participates effectively at regular department and team meetings using appropriate social skills, problem solving skills, and conflict resolution strategies.
13. Reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for violations.
14. Maintains appropriate certifications and training hours, as required.
15. Complies with applicable district, state, local and federal laws, rules and regulations.
16. Interacts thoughtfully and courteously with students, staff, and community; resolving conflict in a professional manner.
17. Attends work regularly and is punctual.

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Other Duties of Position

Other duties as assigned.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Minimum Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Familiarity with the national Safe Routes to School model, and/or benefits of active transportation
2. Strong cultural sensitivity and competency abilities, including experience working or living in rural communities
3. Independence, motivation, and resourcefulness
4. Experience creating brochures, flyers, newsletter articles, and other documents for the public
5. Ability to clearly and concisely communicate complex issues, verbally and in writing

EDUCATION AND EXPERIENCE:

Three years of relevant work experience and high school degree required; at least bachelor's education desired but not required. However, any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job duties listed may be substituted.