

SAFE ROUTES TO SCHOOL COORDINATOR

Position: Safe Routes to School Coordinator

Supervises: None

Department: Administration

Gives work direction to: None

FLSA Status: Exempt

Reports to: Director of Administrative Services

Revision date: July 2020

POSITION SUMMARY

At will position appointed by and under the general direction of the Executive Director. Responsible for leading the implementation of a Safe Routes to School Program in participating school districts with the goal of increasing students walking and biking to and from school. Works with schools and communities in the INRCOG six-county region to facilitate activities to achieve the program's goals. Assures compliance with local, state and federal codes and standards.

ESSENTIAL JOB DUTIES

- Build relationships with school administrators and staff, individual schools, youth-related stakeholders and community organizations serving schools in the INRCOG region to incorporate Safe Routes to School (SRTS) into K-8 school environments.
- Engage and involve teachers, children, parents, and school administrators to increase the number of families and youth walking and biking to school and throughout the community.
- Execute the development and provide deliverables of the SRTS Program including organizing and growing walking school bus routes.
- Create and promote encouragement programs and resources for schools to integrate walk/bike education in school curriculum; develop presentation materials and tools for education, outreach and recruitment.
- Identify barriers to walking and biking to school, establishing current rates of walking and biking and develop a system for ongoing tracking, planning, and identifying recommended walk/bike routes.
- Develop methods to promote and educate youth on bike and pedestrian safety.
- Complete necessary reporting requirements of the position.
- Maintain communication with appropriate local, state, and federal agencies, community organizations, customer groups, and public and private agencies.
- Assists in the researching, writing and implementation of grant applications for a variety of programs and projects.
- Assists with the operation of the transportation department including plan development, work programs, and preparation of reports, as needed.
- All other job duties as assigned by the Executive Director.

INCIDENTAL JOB DUTIES

None.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of Safe Routes to School programming preferred.
- Knowledge of marketing principles.
- Ability to work individually and as part of a team.
- Ability to interact with the public and with public officials in a positive, courteous manner.
- Ability to establish effective working relationships with co-workers and supervisors.
- Ability to communicate clearly, both orally and in writing, and to organize and verbally present material in a manner that is easy to understand.
- Ability to communicate with the public using strong public speaking and presentation skills.
- Knowledge of planning practices and techniques, including pertinent laws, regulations and legislation.
- Knowledge of organization and functions of municipal and county governments.
- Ability to maintain accurate records.
- Ability to proficiently operate standard office equipment, and a personal computer with software programs for word processing, spreadsheets, e-mail, internet, and various planning applications.
- Ability to work regularly at the designated time and place and the ability to work under strict time constraints.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling, using hands and arms to grasp or reach, and lifting, carrying, pushing and pulling.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six county region to meet with school administrators and staff, the general public, and elected and public officials.

ENTRY REQUIREMENTS

Education/Training: Bachelor's degree in Leisure Services; Youth and Human Services; Health Promotion and Education; Business; Public Administration; Public Relations; Marketing; Planning; or related field; and

Work Experience: Minimum one year of work experience in developing, leading, and implementing school age programs; public outreach; public relations; communications; or related field; or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations and certifications: None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

Required post-offer physical examinations: Employer may require a physical examination that complies with state and federal guidelines.

Required drug testing: None

Residency requirement: None

Other testing required: Employment contingent on satisfactorily passing an oral interview process.

WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six county region is required and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

Executive Director

Date

Department Director

Date

Employee

Date