



Job Title: Safe Routes to School Community Coordinator

Department: Community Initiatives

Travel: 20-50% within 11 county travel region

Salary: \$34,000 - \$42,000 plus benefits

Posting: Open until filled; submit cover letter and resume to hr@wellflorida.org

Location: Gainesville, FL and Tallahassee, FL

Summary

The Safe Routes to School Community Coordinator is responsible for planning, coordinating and educating teachers, students and the community on pedestrian and bicycle safety and rules of the road. The Safe Routes to School Community Coordinator will utilize a train-the-trainer model to ensure maximum reach and saturation. This model enables experienced personnel to show a less-experienced instructor how to deliver courses and curriculum to students. The coordinator will train instructors with established classes such as Physical Education that can incorporate a pedestrian and bicycle education component. The instructors will first participate in a training event led by the coordinator who will act as the subject-matter expert. This train-the-trainer workshop will build a pool of competent instructors who can then teach the material to their incoming students yearly. The Safe Routes to School Coordinator will act as the regional resource for school boards and instructors on pedestrian and bicycle safety education related questions in the Big Bend region of Florida (Jackson, Calhoun, Gulf, Liberty, Franklin, Gadsden, Wakulla, Leon, Jefferson, Taylor, and Madison Counties).

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Build and Maintain on-going relationships with school boards, community groups and bicycling advocates in each service area county (11 counties)
- Learn how to teach pedestrian and bicycle safety topics by attending training workshops
- Develop presentations and educational materials for teachers to use in their classroom
- Conduct training workshops for instructors to learn how to teach bicycle safety education in their classroom
- Responsible for updating information and materials available to school and teachers related to bicycle safety
- Assist and participate in community events
- Responsible for report writing on project progress
- Document all public involvement activities and report findings to appropriate agencies and departments as required
- Assess pedestrian and bicycle equipment and facility needs

Desired Qualifications

- Experience in bicycle/pedestrian planning or safety training encouraged, but not required.
- Experience in teaching
- Experience in public speaking
- Experience working with school systems

Knowledge, Skills, and Abilities

- Basic knowledge of school work plans and educational curriculum development
- Basic knowledge of community events
- Skill in the use of Microsoft Office products
- Ability to speak and present information effectively to outside organizations, community groups, and the public
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes

- Ability to clearly and effectively communicate in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met

Physical Requirements

- Tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Requires bicycle riding.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Bachelor's degree in education, health education, public relations, public health or a related field with. An equivalent of combination of education, certification, training, and/or experience may be considered.

Successful applicant must have a clean driving record. A criminal background check is required (full background check and fingerprinting).