

Safe Routes to School (SRTS) Education Assistant

Position Description

The SRTS Education Assistant reports to the SRTS Lead Instructor, acts as lead instructor in their absence and reports to job sites including schools and special events to help deliver SRTS instruction to students K-8.

The primary duties of the SRTS Education Assistant include, but are not limited to:

Preparing equipment and materials PRIOR to delivery of daily safety instruction during project periods.

- Make sure bicycles have been checked for safety, and that spare parts and tools are on hand during classes
- Have safety vests and helmets checked and sorted according to size
- Load and unload the bike trailer
- Meet, greet and brief volunteers on daily safety lesson plan
- Visit and become familiar with school grounds and facility, neighborhood roadways and riding courses
- Acquire emergency information including cell phone availability and location of teachers and school nurse, school principal or administrator
- Work with teachers to insure appropriate student permissions are in place, and make alternative accommodations for non-riders

Delivering prescribed safety lessons to students

- Assist with daily lesson, course set-up, class control, leader selection and student ride preparation
- Assist with ensuring that each student is properly outfitted for each day's lesson, with bike and helmet in working order
- Ongoing, active recruitment of volunteers
- Assist Lead Instructor to determine suitable daily lessons, depending on weather, scheduling and school needs
- In the Lead Instructor's absence, lead daily lessons, rides and volunteer supervision and coordination

Delivering prescribed safety lessons to adults

- Brief and educate adult volunteers on safety issues and guidelines, hazards, safe traffic practices and lesson plans and purposes
- Explain and suggest improvements to volunteers in a constructive, helpful manner
- Involve all volunteers and help them feel useful and invested in the program
- Demonstrate bicycle handling skills and practice maneuvers
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Reporting and Debriefing

- Timely sharing and reporting of any incidents or issues to supervisor
- Log student participant counts and hours of work
- Communicate equipment conditions and needs to Lead Instructor.
- Self evaluation reporting to Lead Instructor, including lessons learned and success stories, for the ongoing improvement of the program.
- Ongoing communication with teachers and school administrators. Immediate escalation of any school or student-related issues to Coordinator.

Position Qualifications

Required Qualifications:

- Access to a bicycle in safe and working condition
- Reliable means of transportation (including bicycle)
- Ability to dedicate about 20-30 hrs/wk

Desired Qualifications:

- Experience working with children ages 5-13
- Interest in increasing the use of active transportation in our community
- Experience and ability to work in a fast paced environment

Position Compensation

The SRTS Education Assistant is a part-time, seasonal position. The Assistant will earn an hourly wage of \$15.00/hour with no personal benefits.

To apply, please send resume to Brian at brian@commuteoptions.org