

POSITION DESCRIPTION

Class Title: SRTS Champion Status: Temporary/Seasonal
Department: Administration Probation period: 12 months

GENERAL PURPOSE

To Coordinate the Corrales Safe Routes to School Action Plan, including organizing Walk and Roll events, grant management and fund rising. Help SRTS in the completion of their activities/plan. The Champion participates in all required training provided by the SRTS program.

SUPERVISION

The Employee works under the supervision of the Village Administrator or his designee.

ESSENTIAL DUTIES

Supervises walking routes and participates in all activities associated with SRTS program.
Facilitate regular meetings of the CSRTS including coordination of events and tasks.
Make presentations to student classrooms/school board/principals meeting
Recruit parent representatives and Walking Bus Drivers from the schools
Brief school staff on program issues and coordinate Walking Bus Drivers
Collect information (including conducting the Parent Survey and Student Travel tally forms)
Conduct route assessments including; participation, safety precautions, scheduling, etc.
Implement the Phase 2 Action Plan with coordination of CSRTS, VOC and other entities.
Conduct safety education classes for parents, staff and students.
Coordinate with engineers to develop engineering plans associated with Action Plan
Perform other duties as required to meet the terms of the Phase 2 contract

PERIPHERAL DUTIES

The Project Coordinator is responsible for developing a Safe Routes to School Action Plan for the Village of Corrales. This will include conducting walking/bicycling audits of the village, working closely with Village of Corrales staff, APS staff, SRTS Task Force, organizing Walk and Roll to School Days with students, parents and volunteers, developing the Action Plan outlined in the SRTS Application and assisting with implementing Phase II infrastructure funding from the DOT.

MINIMUM QUALIFICATIONS

Any combination of education, training and experience which demonstrate the knowledge and experience to perform the work including; experience and/or training in supervision of children. Degree or study in Sustainability Planning, Project Management, Physical Fitness or Public Health preferred.

The ideal candidate will have prior experience or familiarity with the Safe Routes to School Program, familiarity with bicycle/pedestrian facility design, experience with GIS and mapping, experience with alternative transportation such as bicycle commuting, previous experience working with public school systems and working with children, and excellent written and verbal communication skills. Proficiency with MS Word required and experience with other computer programs such as PowerPoint and Excel highly desirable. Applicant must submit information for background check in compliance with Albuquerque Public School District policy.

SPECIAL REQUIREMENTS

Must be at least 18 years of age and licensed to drive and preferably a student at a post high school institution such as community college, university or trade school. Demonstrated leadership ability and supervision experience. Have the ability to communicate verbally and complete written reports or required documentation. Have the ability to develop effective working relationships, and help group members with tasks to successfully complete the program.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk and use hands to operate tools and equipment. The employee is occasionally required to sit, climb, stoop, crouch or bend, ride and bicycle. The employee will occasionally be required to lift and move up to 50 pounds.

WORK ENVIRONMENT

While performing this job, the employee will be required to work outdoors including during wet, humid, very warm or cold conditions and in contact with animals.

Approval: _____

Administrative

Date: _____

Approval: _____

Mayor

Date: _____