

ORGANIZATION: Mid-Willamette Valley Council of Governments	DATE: July 2020
LOCATION: Salem, Oregon	
DEPARTMENT: Transportation Planning	RANGE: 5 Hourly Part-Time (Non-Exempt)
JOB TITLE: Safe Route to School (SRTS) Program Assistant	

PURPOSE OF POSITION:

The Safe Routes to School (SRTS) Program is a federally funded program that is designed to encourage school children to walk and/or bike to school safely.

The SRTS Program Assistant reports to job sites, including schools and other special events within our region, to assist in SRTS instruction and activities for students in grades K-8. The SRTS Program Assistant works under the direction of the SRTS Coordinator and may act as lead instructor in the absence of the Coordinator.

This is a part-time, non-exempt position. Weekly hours will vary dependent on outreach activities and event opportunities and workload demands, as determined by the SRTS Coordinator. Maximum hours are expected to be ten (10) hours per week, although some weeks may have zero (0) hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Coordinator with SRTS lessons, course set-up, class control, leader selection and student ride preparation, as needed.
- Work with Coordinator to determine suitable lessons, depending on weather, scheduling and school needs.
- Work with teacher/staff to ensure appropriate student permissions are in place.
- Familiarity with specific school grounds and facility, neighborhood roadways and riding courses.
- Assist in checking bicycles for safety perform basic repairs
- Demonstrated bike safety knowledge and practices.
- Assist the Lead with ensuring that each student is properly outfitted for each event, with bike and helmet in proper working order.
- Trailer and associated equipment loading and unloading.
- In the Coordinator's absence, lead lessons, rides and volunteer supervision and coordination.
- Ongoing, active recruitment of volunteers (parents, teachers, community partners) includes assigning each volunteer a specific job and providing positive feedback

AUXILIARY JOB FUNCTIONS:

- Maintains regular job attendance and adherence to working hours, consistent with applicable COG policies and supervision by SRTS Coordinator.
- Complies with applicable state, local, and federal laws, rules, and regulations.
- Follows and maintains knowledge of MWVCOG policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.

JOB QUALIFICATION REQUIREMENTS: We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

Minimum Qualifications:

- Any satisfactory combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above duties.
- Bike mechanic skills
- Familiarity with the national Safe Routes to School model, and benefits of active transportation
- A valid driver license (required).

Preferred Qualifications/Transferable Skills:

- .
- Desire to promote active transportation to underserved communities.
- Reliable and has a good work ethic. Focus is on completing tasks, not hours worked.
- Motivated self-starter
- Ability to organize, plan and work independently when needed.
- Ability to initiate and build relationships with school staff and local government staff.
- Experience working with bilingual students and families.
- Bilingual in English and Spanish (highly desirable).
- Good driving record and ability to travel to different locations in the Salem-Keizer Schools service area.

SPECIAL REQUIREMENTS/LICENSES: Must successfully pass a fingerprint criminal history background check administered by Salem-Keizer Public Schools. The employed will be required to obtain First Aid Basic certification within 90 days of hire.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to walk long distances, sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties might involve moving materials weighing up to 25 pounds on a regular basis such as files, books, program materials, etc., and may infrequently require moving materials weighing over 40 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: The work environment varies between a combination of various community settings, including school sites and a standard office setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and/or bloodborne pathogens. The employed will be required to obtain First Aid Basic certification within 90 days of hire.

SUPERVISION RECEIVED: Works under the direction of the MWVCOG Safe Routes to Schools Coordinator.

Job Title: Safe Routes to School Program Assistant

DATE: July 2020