

Part-Time Safe Routes to School Coordinator

Bike Walk Knoxville is currently hiring for an individual to coordinate our current Knox County Safe Routes to School Program (SRTS) at Dogwood Elementary School, as well as expanding the program to additional schools. The job consists of the following responsibilities:

- **Know the mission and goals of Bike Walk Knoxville and Bike Walk Tennessee and our funding partner, United Way, as well as learn and understand the research behind, and benefits of Walking School Bus Programs/Active Transportation. This information should be easily communicated to the public and community partners as needed.**
- **Educate elementary school students and parents about SRTS and program goals and coordinate SRTS activities with the school staff, students, and parents.**
- **Manage current Walking School Bus program and Morning Fun Walks at Dogwood Elementary School and coordinate new programs at additional schools.**
- **Assist with SRTS data gathering (i.e. surveys, spreadsheets)**
- **Perform general administrative duties such as responding to emails, scheduling meetings, preparing reports**
- **Develop Powerpoint presentations on SRTS and educate through person to person communication/tabling or canvassing**
- **Work will be both indoors in an office and outdoors at SRTS program school sites**
- **Other duties as assigned**

Qualifications:

- **5 - 10 hours/week**
 - **Able to comfortably walk at least 1-2 miles**
 - **This is a Knox County School year position. Must be available to work before and after school hours (6:45- 8am and between 2:30 and 6pm) AND most Knox County School days (excluding holidays)**
 - **Must have an interest in Physical Activity or Public Health**
 - **Able to work independently but seeking input and/or supervision for clarification, expert opinion, advice as needed**
 - **Able to complete assigned tasks in a reasonable amount of time**
 - **Proficiency with Microsoft Office including Word, Excel, Powerpoint and Publisher**
 - **Able to update/send communications, create social media content/design posters or other promotional materials, as well as tracking information and managing databases**
 - **Strong verbal and written communication skill**
 - **Able to collaborate positively with partner entities**
 - **Ability to instruct and supervise kids, as well as enjoy working with kids**
 - **Reliable and dependable; must have own transportation to program sites**
 - **18 years of age or older and able and willing to go through the standard Knox County Schools background check**
 - **\$10 - \$12 Hourly**
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- **Position will remain open until filled. Please email a cover letter and resume to Lindsey.kimble@bikewalktn.org**