



DIABLO REGION

A Traffic Safety Program

STREET SMARTS BICYCLE & PEDESTRIAN SAFETY EDUCATION TRAINING COORDINATOR

Contract Staff / No Benefits

POSITION DESCRIPTION

Street Smarts Diablo Region is a school-based K-12 Traffic Safety Program that educates pedestrians, cyclists and drivers in Central and East Contra Costa County. We are looking for an energetic and highly motivated individual who is a certified League of American Bicyclists (LAB) trainer to coordinate and lead certified LAB-certified trainers to train middle school students on safe bicycling and walking. As the Coordinator you will be responsible for enlisting the necessary LAB-certified trainers to attend each event; you are also expected to be an active trainer at each event.

The selected Coordinator will lead Street Smarts staff in providing bicycle and pedestrian safety instruction services over the three-year grant period. It is anticipated that the training will be conducted during school hours on school grounds to a minimum of 28 middle schools in Central and East Contra Costa County.

This contract position is part of a federal Safe Routes to School grant and will be administered through a temporary employment company. Signing up with that company will be required prior to the commencement of this position. The Coordinator position will be paid at an hourly rate of \$75 per hour. The LAB-certified instructors will be paid at an hourly rate of \$50 an hour and will be paid directly by Street Smarts.

Project tasks will include the following:

1) Provide Training to Middle School Students. Most of the instruction is to be taught during each Physical Education class in one day at a single school site. Depending upon school schedules, there will be the need to provide instruction over a period of two days. The number of LAB-certified bicycle instructors required at each particular school event will vary slightly depending on the size of the student population, most likely an average of 8 to 15 instructors per site. Each instruction event is expected to begin at 6:00 a.m. and end at 3:00 p.m., though times may vary. The instruction will be outdoors and as such, the instruction will be dependent on the weather. The months with the most favorable weather will be favored for the instructional events: March, April, May and August, September, October.

Following hire, the selected Coordinator must be able to assemble a group of anywhere from 8 to 15 LAB-certified instructors who have previous instructional experience preferably with school-aged

2300 Contra Costa Blvd., Suite 110, Pleasant Hill, CA 94523 | Phone 925-969-0841 | Fax 925-969-9135

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children. Each LAB instructor, including the Coordinator, must have completed a background check and be cleared prior to delivery of the initial instruction at a school site (March 19, 2013).

2) Create Lesson Plans. The selected Coordinator is responsible for creating a detailed lesson plan based on League of American Bicyclists' best practices in youth bicycle and pedestrian safety. The lesson plan will include, at a minimum, talking points for the instruction that addresses "boxing the intersection", exiting driveways, cycling on sidewalks versus streets, bicycle and pedestrian laws, helmet fit, basic bicycle safety checks (3 C's), hand signals, and pedestrian crossing at signalized and unsignalized intersections.

3) Work Collaboratively with Street Smarts Staff. Prior to each school event, Street Smarts staff and the Coordinator will meet at the school site at least once prior to the event to customize portions of the safety education lessons pertinent to the school site (i.e., intersections, crosswalks, etc.). It is estimated that the on-site meeting will last no more than one hour. The Coordinator will also participate in at least five project meetings (or as needed) with Street Smarts staff, either by telephone or in person, during the course of the contract.

4) Instruction-Related Supplies. The selected Coordinator will be responsible for providing all necessary supplies for each event including a personal bicycle and helmet. Each safety instructor should bring his/her own properly fitted bicycle and helmet that are in safe and excellent working order to each event.

The Coordinator will be responsible for providing the following supplies at each event which may include, but are not limited to, the following reimbursable items:

- a) Reflective safety vests - one per instructor
- b) Chalk and any tools necessary to "chalk" the black top
- c) Traffic safety cones

OTHER REQUIREMENTS

- Background check;
- Must have a valid California driver's license;
- Must have a reliable personal vehicle to travel throughout Central and East Contra Costa County to attend assemblies and school events (reimbursement for mileage on personal vehicle); and
- Ability to submit proof of eligibility to work in the United States.

Coordinator must be ready to work by March 4, 2013 and be able to assemble 8 to 15 instructors for the following scheduled dates (with more dates to follow):

March 19, 2013

April 16, 2013

May 6 & 7, 2013

May 20, 2013

Interested parties should email a resume, two references and proof of LAB certification by 1:00 p.m. on February 20, 2013 to Kerri Heusler at kerri@511contracosta.org. Interviews may follow. You may direct questions to Kerri Heusler at 925-969-1083.

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