

CITY OF SAN RAMON

Invites Applications For

SAFE ROUTES TO SCHOOL PROGRAM LEADER

Planning/Community Development Department

Transportation Services Division – Street Smarts Program

(1) Part Time, Temporary Position (approximately 15-20 hours per week)

COMPENSATION

\$20.00 per hour. This position does not receive paid leave or benefits.

POSITION DESCRIPTION

Under direct supervision of the Street Smarts Program Coordinator and Transportation Division Manager, this position conducts school site and community outreach to elementary and middle school students (grades K-8) on topics relating to bicycle and pedestrian safety. The part-time, temporary position is funded by the federal Safe Routes to School program. The temporary position will last a minimum of twenty months and may be extended pending additional grant funding. This position may also assist with other duties including special events, marketing and special projects. This position is assigned up to a 20-hour work week which includes some evenings and weekends.

DUTIES AND RESPONSIBILITIES

Job duties include, but are not limited to:

- Schedule and conduct safety presentations, assemblies and bicycle rodeos;
- Plan and prepare school-site education and outreach efforts;
- Develop and distribute promotional and marketing information;
- Implement walking and bicycling encouragement efforts;
- Promote traffic safety education at community events;
- Maintain collaborative and effective relationships with schools, parents, and community-based organizations;
- Develop and maintain databases;
- Track data for program evaluation and assist in the preparation of reports;
- Maintain accurate records and prepare reports; and
- Administer first aid as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of effective teaching and public speaking techniques;
- Knowledge of school outreach and communication practices;
- Ability to plan, coordinate and conduct, with minimum oversight, pedestrian and bicycle safety presentations to grades K-8;
- Ability to effectively communicate age and developmentally appropriate educational curriculum to school-aged children and engage their participation;
- Ability to demonstrate strong oral communication skills;
- Ability to communicate with co-workers, supervisor, school officials, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Ability to conduct bicycle safety courses at schools and other community events;
- Ability to plan and organize program elements;
- Ability to handle and prioritize multiple tasks;
- Ability to lift at least 40 pounds and set-up traffic safety demonstration equipment;
- Ability to attend bicycle education for kids course within three months of employment;
- Skilled knowledge and use of desktop publishing, spreadsheet, and word processing software; and
- Other skills include: reliability, dependability, creativity and enthusiasm.

OTHER REQUIREMENTS

- Valid class C California driver's license required;
- Possession of or ability to obtain CPR and First Aid certification by the first day of employment;
- Appropriate clearance from background check and/or fingerprinting;
- Ability to submit proof of eligibility to work in the United States;
- Proof of a negative TB skin within the last 2 years; and
- Must be 18 years or older.

EDUCATION AND EXPERIENCE

At least one or more years of college preferred and two years experience in a capacity working in a school, community outreach or recreation setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

SELECTION PROCESS

The best-qualified applicants, as determined by the initial screening of applications, will be invited to participate in an interview process, which may consist of both written and oral portions. A City application is required. For an application packet, please call our 24-Hour Job Hotline at (925) 973-2505, write to jobs@sanramon.ca.gov, or download a City application from our website at <http://www.sanramon.ca.gov/employ/opportunities.html>.

Applications may be mailed to:

City of San Ramon
Transportation Services Division
2401 Crow Canyon Road
San Ramon, CA 94583

Or hand delivered to:

City of San Ramon
Transportation Services Division
Attn: Cathy DeLuca, Street Smarts Coordinator
2226 Camino Ramon
San Ramon, CA 94583

Applications will be accepted until 5:00 P.M. on Friday, March 15, 2013. Postmarks and/or facsimiles will not be accepted. For additional information please contact Cathy DeLuca at (925) 973-2650. AA/EOE.

The City of San Ramon is an equal opportunity employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with the Federal Americans with Disabilities act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Street Smarts Program Office at 925-973-2650.

Information contained herein is subject to change without notice.

San Ramon
CALIFORNIA

INCORPORATED 1983