

Lane Transit District Recruitment

Safe Routes to Schools Program Assistant

*Part Time-Position – Non-Benefited
(Grant Funded)*

\$15.00 per hour (Up to 20 hours per week – Depending on candidate's availability)

Job Title: **Safe Routes to Schools Program Assistant**

Organization: Lane Transit District – Point2point Division

Description of Organization:

Point2point at Lane Transit District (LTD) is the transportation options program for the Eugene-Springfield region. The region has a population of 240,000 residents that drive 2.9 million miles a day! The mission of Point2point is to help community members reduce the amount of single occupancy vehicle miles traveled in the region by promoting transportation options, including transit, carpooling, biking, walking, and teleworking. Point2point offers information and education, and sponsors programs. These programs include: Regional SmartTrips, Regional Safe Routes to Schools, Valley Vanpool, LTD Group Pass, Emergency Ride Home, and Driveless Connect, along with the Business Commute Challenge. Point2point receives funding from the region for these efforts.

Position Description:

The Safe Routes to Schools Program Assistant will work with the School Transportation Options Coordinator and the Safe Routes to Schools Coordinator to help plan and deliver Safe Routes to School programming and outreach efforts at the a local school district. Typical duties in this position include: Assisting with school outreach efforts; assisting with program data collection, entry and analysis; assisting with the bike and pedestrian safety education programs; assisting with the Walk and Roll Challenge events in May and October, year round outreach activities such as bike blender events, bike rodeos, walking groups and bike obstacle courses. The SRTS Program Assistant will serve as staff support for the SRTS Coordinators and the SRTS Program and will help carry out the SRTS Strategic Plan action items. Ideal candidates will have familiarity with Safe Routes to Schools Program principles and enjoy working in school, event and office settings.

Other duties will include working with the Regional Safe Routes to Schools Team. A passion for active transportation is essential.

General knowledge and skills required: Must be self-motivated, possess excellent work habits including time management and attention to detail, able to work well in a team environment, must feel comfortable conducting public outreach events. Must be comfortable working with young people, ages 6 – 18, and should have some basic knowledge of data collection and social media. Must possess proficient MS Office skills and writing skills. Spanish speaking skills, basic graphic design skills, and social media skills are preferred.

Ideal candidates should have 1-2 years of college level courses in education, public policy, community planning, environmental studies, sociology, marketing or other related disciplines. Must be comfortable in wearing both casual attire (staff shift) and business casual attire.

Additional information: The SRTS Program Assistant can work up to 20 hours per week. Position will begin as soon as the candidate is available and passes an agency-required background check. This is a grant-funded position (through 2023 with a possibility of expansion beyond that) at the hourly rate of \$15/hour, non-benefited.

To apply: Please apply online at <https://ltdjobs.applicantpool.com/jobs/> by Tuesday, September 3, 2019. For position questions, contact *Transportation Options Manager, Theresa Brand*, at Theresa.brand@ltd.org or (541) 337-8238.

The Lane Transit District is an Affirmative Action/ Equal Employment Opportunity Employer.