



EMPLOYMENT OPPORTUNITY with the Bicycle Transportation Alliance

Bicycle Safety Education Program Coordinator (Albany, OR)

Description \$14/hr. (Seasonal employee without benefits)

The Bicycle Safety Program Coordinator will work with the Bicycle Transportation Alliance (BTA) to coordinate, instruct and help fundraise for our 10-hour bicycle safety curriculum in Albany public schools. The program teaches youths ages 9-12 to be safe and predictable bicyclists, and promotes bicycling as recreation and transportation. The program is comprehensive, begins in a classroom setting and then works with children outside on bikes (equipment provided by the BTA). This program focuses on getting kids to ride safely *on the street*.

Job Duties

- Coordinate dates and times with area schools and other locations where the program is run.
- Teach the program to groups of 25-35 students ages 9-12.
- Work with local groups to coordinate and train volunteers to assist with the program.
- Coordinate program logistics including transportation, maintenance and storage of equipment.
- Fundraise for the program, approaching community businesses, agencies and foundations.
- Document and compile work experiences in a semi-formal written document.

Qualifications

A highly qualified Program Coordinator will:

- Be an experienced to an avid cyclist.
- Have experience and enjoy working with preadolescent youths.
- Have experience running education programs.
- Be familiar and interested in working with the Albany/Corvallis bicycling community.
- Be active, enthusiastic and responsible so to safely and effectively run a program from start to finish.

Time Requirements

Hours

The Program Coordinator position is temporary/seasonal, averaging about 30 hours per week in the spring and fall teaching seasons; the Program Coordinator will be fairly inactive in the summer and winter months.

Dates

BTA is seeking to hire a Program Coordinator to attend an instructor's training from March 21st through March 23rd. Steady spring work will begin the first week of April. Applications will be accepted through March 7th.

How to Apply

Download

Application from

BTA website,

www.bta4bikes.org

Email, mail or fax to:

Bicycle Transportation Alliance

Attn: Tom Rousculp

Box 9072

Portland, Oregon 97207

Fax: 503-226-0498

For questions contact Tom Rousculp at:

503.226.0676 x20

email: tom@bta4bikes.org