

**Organization:** Bicycle Transportation Alliance  
**Job Title:** Bike Safety Education Instructor  
**Reporting To:** Programs Manager  
**Pay Rate:** \$14.00 per hour  
**Status:** Non-exempt, temporary, part-time (20-30 hours per week)  
**Location:** Portland, OR  
**Start Date:** April 19<sup>th</sup>, 2010  
**End Date:** June 11<sup>th</sup>, 2010  
**Posting Expiration:** April 2<sup>nd</sup>, 2010

**Vision Statement:**

Bicycling transforms communities by reinventing transportation and offering solutions that help solve the universal challenges to health, livability and the environment.

**Executive Summary:**

The Bicycle Transportation Alliance (BTA) is a non-profit membership organization with a mission to create healthy, sustainable communities by making bicycling safer, more convenient and more accessible in Oregon and SW Washington.

The Bike Safety Education Instructor is responsible for the delivery and support of the bicycle safety programs and related initiatives conducted by the BTA in the greater Portland area, under the Safe Routes to School contract that is funded by PBOT.

**Responsibilities:**

- Deliver and report on 10-hour bicycle safety education curricula in local elementary and middle schools.
- Assist with programmatic logistics, including bike fleet transportation as assigned.
- Represent the BTA at assigned workshops, trainings, forums, activities, events and other educational program opportunities; respond to general inquiries of our membership, programs and partners.

**Accountabilities:**

Organization and Planning Skills

Plan and organize in order to effectively manage multiple essential tasks with minimal support including the management of program scheduling, supply logistics, volunteer management, and relationship building with community partners. Take the initiative to identify logistical and situational challenges and problem solve them in a timely and thoughtful manner.

Youth Education Skills

Organize and deliver lessons that effectively inform and engage young people using current presentation technologies as well as being able to make effective spontaneous presentations to children in classroom and outside settings. Emphasize inclusiveness, work to minimize the impact of the differences in student's ability and self-confidence to produce memorable and rewarding experiences for the students in our programs.

### Bike Safety Education Expertise

Possess skilled bicycle riding and maintenance skills needed to instruct and support students of varied ability and maintain dozens of bicycles in good order.

### **Requisite Experience:**

- Studies in child development, education, physical education, outdoor recreation and/or public health preferred
- Experience in bicycle safety instruction, education, physical education, outdoor recreation, public health and/or volunteer management preferred
- Exhibit a passion for bicycle transportation and/or an interest in creating livable, healthy, and sustainable communities

### **For Consideration:**

Please send your cover letter, resume as well as a completed BTA application form in PDF format via email to [humanresources@bta4bikes.org](mailto:humanresources@bta4bikes.org). No calls, please.

The BTA does not discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, sexual orientation, marital or familial status, physical or mental disability or legal source of income.