



Safe Routes Volunteer Coordinator / Instructor

Part time, 24 hours per week

\$26.00 - \$28.00 per hour based upon experience

About MCBC

Marin County Bicycle Coalition (MCBC) is dedicated to creating a healthy, connected and sustainable Marin by promoting cycling for everyday transportation and recreation. Founded in 1998, MCBC represents a broad constituency of people in Marin County who value bike and pedestrian-friendly communities.

About Safe Routes to Schools

Marin's nationally-acclaimed Safe Routes to Schools (SR2S) program gives students access to safe, healthy, environmentally friendly travel to schools. Started in 2000 by Marin County Bicycle Coalition, the pilot's success resulted in Federal funding to implement Safe Routes to Schools in all 50 states. Marin SR2S continues to be a national leader with new, innovative programs.

ABOUT THIS POSITION

Marin County's award-winning Safe Routes to Schools Program seeks a dynamic person to develop and deliver encouragement programs and to assist with on-site bicycle and pedestrian classes for students. The right individual will demonstrate passion for improving childrens' health and vitality through the joy of walking and biking to school.

The primary responsibility will be to develop contests, events and promotional materials to encourage elementary children and families to walk and bike to school. An essential requirement will be to direct parent volunteers in marketing and hosting encouragement events at 30 elementary schools. A secondary role as an Assistant Instructor will include teaching pedestrian and bicycle education to 1st through 6th grade students for Safe Routes to Schools and assisting the MCBC team during classes that serve families, adults and disadvantaged youth.

This position calls for a seasoned individual who exudes confidence for working professionally with schools and partnering organizations, including students, Principals, teachers, and parents from diverse communities throughout Marin. This individual must have experience with children and understand what motivates and engages them.

The opportunity best fits an individual who is self-driven, organized, flexible and collaborative, has outstanding verbal and written communication skills, and is dedicated to the vision of making life better and safer for tens of thousands of Marin's families.

KEY RESPONSIBILITIES

- Develop and deliver encouragement activities for 30 elementary schools, providing student-focused marketing and event materials
- Provide volunteer leadership support to parents and teachers hosting events and contests
- Contribute to Safe Routes' marketing communications, including social media, newsletters, and print design
- Assist staff with development of communications and activities promoting health, safety, equity and environmental awareness through active (walking/biking) and shared (carpooling/transit) transportation choices
- Teach bicycle and pedestrian classes to children and families
- Assist staff with bicycle "rodeo" courses and equipment set up for in-person instruction

REQUIRED QUALIFICATIONS

- Experienced planning, developing and leading events for elementary school children
- Strong volunteer recruitment and leadership experience
- Outstanding verbal and written communication skills for promoting active and shared travel; confident with public speaking
- Skilled at engaging with families, school staff and the general public
- Available and flexible to work varying schedules and locations throughout Marin during a school calendar year; some weekends and evenings required.
- Detail oriented and well organized to work independently from home and on the road
- Experienced working with low-income communities
- Physically able to teach standing outdoor, lifting equipment up to 40 pounds
- Confident with bicycling on roads
- Well versed in Microsoft Office and Google Platforms. Adept at creating PowerPoint presentations

DESIRED QUALIFICATIONS

- Bilingual in English and Spanish
- Associates or Bachelor's Degree

The part-time position reports to the Safe Routes to Schools' Program Director. The Volunteer Coordinator/Instructor position follows a standard school calendar from August to June. Flexible hours averaging 24 hours per week during school hours, Monday - Friday. Some weekends are required.

The position pays \$26.00 - \$28.00 per hour, depending upon experience. Part time employees earn holiday and Paid Time Off (PTO) benefits on a prorated basis according to the amount of hours the employee regularly works. Nine holidays and the four workdays between Christmas and New Years are observed and paid.

❖ *CURRENTLY, this position is a work-from-home position*

We will work with the selected applicant to review and ensure that work-from-home equipment is appropriate.

TO APPLY

Applicants to be considered for the position must submit a resume and cover letter to jobs@marinbike.org with the subject line "Coordinator / Instructor – [Your Full Name]"

Emails only, no phone calls please.

Marin County Bicycle Coalition is an equal opportunity employer.

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