



## Safe Routes to School (SRTS) Instructional Coordinator

### Organization Overview:

Fort Collins, Colorado is recognized as one of the most bicycle friendly cities in the country. Bike Fort Collins (BFC) contributes to this accolade as a growing active transportation 501(c)(3), delivering on four primary programs, as well as a number of smaller initiatives and events. These primary programs include: the Bike Friendly Business Network, Safe Routes to School (a partnership with the City of Fort Collins to deliver bike safety education to Poudre School District students), PACE-Fort Collins Bike Share powered by Zagster, and our Active Living initiative to promote inclusion and access to active transportation in marginalized and/or distressed communities in Northern Colorado.

### Position Overview:

The SRTS Instructional Coordinator is an SRTS Instructor who also has the responsibility of leading and coordinating all aspects BFC's partnership with the City of Fort Collins to deliver a best-in-class SRTS program to all participating schools within the city limits. This primarily includes ensuring BFC has appropriately and adequately qualified instructors and mechanics on its team, and the scheduling of each position across all school program dates throughout the school year. This role acts as a liaison between BFC/SRTS Instructors and the City of Fort Collins, working with and maintaining a positive relationship the city's SRTS Coordinator, individual school representatives, as well as others within PSD and the FC Moves department.

### Job Responsibilities:

#### *Personnel*

- Ensure an appropriate number of SRTS Instructors, Lead Instructors and mechanics are on staff to fulfill the school calendar/schedule (this includes recruiting, interviewing and hiring potential new instructors/mechanics as necessary)
- Train, guide and monitor new SRTS Instructors/Lead Instructors and mechanic(s)
- Develop and maintain SRTS Lead Instructor guidelines
- Evaluate all SRTS Instructors/Lead Instructors (annually)
- Ensure accurate time reporting by SRTS Instructors/Lead Instructors and run payroll monthly
- Act as the Lead Trainer for train-the-trainer classes and workshops

#### *Instructional*

- Communicate with city's SRTS Coordinator to support the development of the overall school calendar/schedule each semester
- Meet weekly or bi-monthly with the city's SRTS Coordinator to determine instructor requirements and limits, as well as other scheduling or programmatic items as they arise
- Meet with participating schools to determine each school's specific needs and create a plan for the appropriate event/training
- Coordinate communication between schools and SRTS Lead Instructors
- Communicate with SRTS Lead Instructors to guide proper lead roles & responsibilities

- Create & post SRTS Instructor schedule and manage instructor and program schedules accordingly
- Create mechanic schedule and ensure mechanic staffing requirements are met and coordinated for each school/location.
- Support the City of Fort Collins in managing the SRTS bike fleet maintenance schedule
- Provide effective communication with all SRTS Instructors and mechanics relative to the program schedule and any current and future needs
- Continually seek to develop age appropriate curriculum
- Acts as SRTS Instructor/Lead Instructor as necessary at events/programs

*Administrative*

- Monitor, manage and approve SRTS team's time entry recording into BFC payroll system
- Submit monthly billing to the City of Fort Collins with support documentation
- Coordinate production of invoices with BFC Bookkeeper
- Pull appropriate information and create monthly program reports
- Support in the budget development (program cost estimating) bi-annually
- Manage the BFC/SRTS budget and track spending for each funding source (as required/necessary)
- Support the City of Fort Collins in managing garage supplies for the program, as well as manage any BFC supplies related to the SRTS program
- Support in writing grant applications that could support SRTS programming
- Other duties as assigned.

**Required skills/experience/competencies include:**

- League Certified Instructor designation (LCI)
- Possess a love of riding bikes and working with children
- Public speaking
- Bilingual Spanish/English (preferred)

**Desired behavioral skills include:**

- Communication
- Organization
- Collaboration
- Influence
- Teamwork
- Initiative/minimal supervision
- Multi-tasking and prioritization

This is part-time hourly position is located in Fort Collins, Colorado, reporting to the Executive Director. It is primarily a work-from-home position that includes some night and weekend event/meeting attendance.