**Michigan Fitness Foundation**

**Position Description**

**POSITION:**  Safe Routes to School Program Coordinator

**FTE:** 1.0 FTE

**EDUCATION:** B.A. or B.S. in community development, health promotion, education, urban planning, or related fields. Master’s degree preferred.

**SALARY:**  Commensurate with experience

**DESCRIPTION:** Develop, plan, and coordinate state-wide Safe Routes to School (SRTS) programming initiatives. Work with applicant communities to develop SRTS programming that fits their needs. Coordinate, develop, and provide SRTS training. Coordinate and deliver regional SRTS action planning and application development, technical assistance, training and outreach to increase walking, bicycling, and rolling to school with a focus on underserved communities. Assist with subcontractor reporting and record keeping, and develop procedures and materials as needed. Position is exempt and reports to Director of Safe Routes to School.

**ESSENTIAL FUNCTIONS:**

Responsibilities include:

* Program coordination:
  + Provide leadership and deliver SR2S technical assistance and outreach to underserved communities, including action planning assistance.
  + Provide technical assistance to school/community applicants that results in high-quality, measurable non-infrastructure programming.
  + Review of evaluation results to ensure that programming is appropriate, measurable, and that evaluation informs future programming initiatives
  + Monitor program evaluations to ensure that schools are completing them completely and on a timely basis.
  + Conduct technical assistance site visits as requested to help schools/communities to build capacity and develop successful non-infrastructure programming initiatives, and to provide support to mini-grant programming award recipients.
  + Coordinate and develop Safe Routes to School non-infrastructure funding award progress reports and records, in cooperation with Contracts Coordinator. Review progress reports as part of the grant administration/invoice payment process.
  + Maintain and track inventories of SR2S materials and provide materials when requested.
  + As a part of the team, conduct SR2S trainings and presentations.
* Regional support:
  + Provide technical assistance to school/community applicants who are in the process of developing action plans and federal funding applications based on their data gathering and action plans.
  + Conduct site visits and meetings with teams as requested to help them develop the most competitive applications possible, and to better understand the needs of the school/community. Additionally, make recommendations of solutions for their application.
  + Participate in quarterly Safe Routes to School grant review process. Conduct any site visits necessary to understand and convey the needs of the school.
  + Work closely with Metropolitan Planning Organizations (MPOs) in designated region and provide technical assistance to them or any of their constituents.
* Training:
  + Develop training materials based on needs of schools, communities, parents, and partners.
  + Coordinate with peers to provide on-site, regional, and webinar training
* Walk to School/Bike to School Day coordination:
  + Develop and implement plan to register schools for Walk or Bike to School Days.
  + Develop and implement plan to communicate with schools through a variety of media to maintain awareness and enthusiasm for the event, and to impel school/student participation.
  + Along with the communications team, develop and implement media plan.
  + Coordinate the ordering of supplies and shipping of packets with Walk/Bike to School Day administrative assistant.
  + Develop final report of event.
  + Participate in Walk/Bike to School Day events annually.
* Other projects and responsibilities may be added at the organization’s discretion.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

* Thorough knowledge of the Safe Routes to School movement and Michigan’s program.
* Demonstrated skill in providing hands-on technical assistance
* Demonstrated success with community engagement
* Strong organizational skills, attention to detail, and problem-solving track record.
* Ability to achieve set goals in a fast-paced, self-starting, and productivity-focused work environment.
* Demonstrated ability to be successful in a team environment and to foster a team atmosphere.
* Communication excellence (i.e., interpersonal, written, oral, presentation).
* Proven leadership in developing and implementing successful community projects, including projects in underserved communities.
* Depth of knowledge and experience with Microsoft Excel, Word, and PowerPoint

**OTHER INFORMATION:**

* Must be able to
  + Sit at desk for extended periods of time.
  + Continuously operate a computer and other office machines, e.g., phone, printer and copier.
  + Periodically drive to various sites throughout the State of Michigan (up to 50% at times).
  + Lift various pieces of equipment, weighing individually up to 47 lbs., in and out of vehicle.
  + Traverse up to two miles while leading a walking or biking audit.
  + Work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, interruptions, and background noises.
* Must have a valid driver’s license.
* Must be able to provide proof of valid auto insurance.
* The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Please send a cover letter, resume, and references by email to: MTAckerman@michiganfitness.org

**APPLICATION DEADLINE**: September 8, 2017, or until a suitable candidate is identified

***The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.***