



## **SAFE ROUTES TO SCHOOL HIGH SCHOOL PROGRAM MANAGER**

Wisconsin Bike Fed is hiring for a Safe Routes to School Program Manager in Milwaukee, WI. We are excited to begin a grant that will build upon our already strong presence and partnership with schools in Milwaukee. This position will collaborate with students, staff, parents, community members, our Dane County and Milwaukee staff, and other stakeholders to develop a curriculum and implement a program that supports High School students in becoming more engaged in alternative transportation usage and related topics.

### **Qualifications:**

- Incredible interpersonal skills
- Carry heavy items up to 40+ lbs
- Experience working with young adults
- Excellent speaking and presentation skills
- Ability to work independently and as a part of a strong team
- Multi-modal transportation habits and knowledge of alternative transportation systems
- Budgeting and workflow experience
- Basic computer skills in systems like Adobe Express and Google Suite

### **Knowledge, Skills, and Abilities: (Beneficial but not required)**

- First Aid, CPR and Lifeguard Certification.
- Spanish Fluency
- Driver's License and ability to drive a 10'-26' moving truck
- Bicycle maintenance/mechanic skills
- Social Media

### **Responsibilities**

- Partner with staff and other stakeholders to develop a Curriculum and Program Guide to train, engage, and educate teens on biking, walking, and other alternative forms of transportation.
- Once developed, utilize the program to educate and mentor school staff and students on the tenets of the program
- Lead trainings and group rides, walks, and bus trips
- Teach online and in person lessons to both teens and adults
- Meet all grant goals for outcomes and budget alignment (85% of job hours)
- Support other additional Bike Fed organization events and programs as needed (about 15% of job hours)

**Compensation:** This position is a full time salaried position. Located in Milwaukee, WI. A hybrid work site mixed between our headquarters office, work from home, and in schools/onsite in Milwaukee. Salary range begins at \$50,000. Benefits including: Health Insurance, PTO and Holidays, and Simple IRA matching are available.

This is a grant funded position for 4 years. Funding is not secured beyond that at this time. Interviews held the first 2 weeks of January. Job will be eligible to begin in January 2024, but can start as late as March 1st if needed.

**To apply:** send resume to [info@wisconsinbikefed.org](mailto:info@wisconsinbikefed.org) with name and position applied for in the subject line by December 15th, 2023.

*The Wisconsin Bike Fed is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.*