



WISCONSIN
BIKE FED

Education Coordinator

Community Outreach - Program Planning - Teaching Youth and Adults
Supporting Dane & Rock Counties

Employment Type: Hourly; 15-25 hours/week depending on season. Up to 40 hours in the Spring through Fall.

Compensation Depending on Experience: Starting @ \$23/Hr

Additional employment opportunities may be available during the off-season. We prioritize team players willing to do varied work.

APPLICATIONS DUE: July 5th at 8am. Interviews may be scheduled on a rolling basis as we receive qualified applications. The position will start in July 2026.

This is your chance to help the residents of Dane and Rock counties learn skills to help improve their safety when riding bicycles and walking. The Education Coordinator will work with the Dane County Program Manager and the Statewide Adult Education Program Manager to provide support for the planning and execution of youth and adult education classes held in Southern Wisconsin. The position includes leading coordination for adult programs in both counties as well as seasonal responsibilities as an instructor in the Wisconsin Bike Fed's existing youth education and Safe Routes to Schools programs in Dane County. A list of the adult classes can be found here: <https://wisconsinbikefed.org/what-we-do/programs/adult-education/>. The Education Coordinator will work 15-25 hours/week depending on the needs for class-planning and implementation, as well as the season (up to 40 hours per week in the summer). **Weekend and evening work will be required.**

Duties and Responsibilities:

- Work virtually and in-person at locations across Dane and Rock Counties.
- Research and help identify potential adult class hosts and partners.
- Coordinate and execute adult class logistics.
- Assist with promotion of adult classes and registration of participants.
- Assist and teach adult classes as needed.
- Co-lead and assist instruction in youth bike and pedestrian safety education at summer bike camps, community centers, and in classroom settings.
- Assist with other Bike Fed projects and tasks as needed.
- Complete the online and in person weekend training League of American Bicyclists' Smart Cycling and League Certified Instructor course September 11th -13th in Milwaukee.
- Work the Bike Corral at UW Football games on Saturdays in-season. 9/19, 10/3, and 10/24

Knowledge, Skills, and Abilities: Required

- Experience bicycle riding for both recreation and transportation
- Experience working with children though adults in an educational setting
- Organizational skills
- Experience using Google Workspace applications, Monday, and Zoom
- Ability to work independently and as a part of a strong team
- Multi-modal transportation habits
- Valid driver's license, and access to a vehicle to travel throughout Rock and Dane Counties . Mileage reimbursements provided.
- Must pass a background check for interacting with youth



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Knowledge, Skills, and Abilities: Beneficial

- First Aid, CPR and Lifeguard Certification. (beneficial, but not required)
- Spanish Fluency. (beneficial, but not required)
- Ability to drive a 10'-26' Uhaul moving truck. (beneficial, but not required)
- Bicycle maintenance/mechanic skills. (beneficial, but not required)
- Social Media/Computer graphic skills. (beneficial, but not required)

Job Conditions/Work Location

- Hybrid
 - Remote or Work-from Home: Coordination activities
 - In-Person: Teaching and program instruction activities
- Some time is spent outside in community settings (parks, playgrounds, streets) teaching bicycle safety
- Some time is spent inside classrooms teaching pedestrian and bicycle safety
- Wisconsin Bike Fed Madison Office as needed - 612 West Main Street, Madison, WI
- Sites are located throughout Dane and Rock Counties

Physical Requirements:

- Must be able to ride a bicycle 10-30+ miles/day
- Must be able to walk several miles in a day
- Lift and move bicycles, boxes of helmets, and other equipment, 25+ lbs
- People who ride adaptive bicycles are encouraged to apply

Perks:

- Wholesale pricing on bike parts & accessories
- Opportunity to grow into more full time position pending grants and contract work

Submit Cover Letter & Resume in PDF format to
Shawn Koval, Dane County Program Manager
Shawn.Koval@[wisconsinbikefed.org](mailto:shawn.koval@wisconsinbikefed.org)

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.