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## EMPLOYMENT OPPORTUNITY: SCHOOL TRAVEL PLANNER



**HASTE**  
HUB for ACTIVE  
SCHOOL TRAVEL

**HASTE (the Hub for Active School Travel) is seeking qualified candidates for the role of School Travel Planning (STP) facilitator in the District of Squamish.**

### Background

HASTE is British Columbia's leading active and safe routes to school programmer and resource centre. Since 2009, HASTE has been working to connect kids, schools and communities through walking and cycling. We are looking to hire a facilitator based in or near the District of Squamish to implement the on-the-ground components of a comprehensive Active and Safe Routes to School initiative.

### Position Summary

As a School Travel Planning facilitator, the candidate will work with three school communities to develop and implement School Travel Plans. The candidate will lead the School Travel Planning process, gathering data, input and buy-in from the school community with the end goal of developing a practical action plan to address barriers to walking and cycling to school. As the plan is developed and rolled out, the candidate will coordinate the implementation of strategic interventions and programs designed to encourage and support active and safe trips to school.

HASTE's experience is that positive and sustainable changes in school transportation behaviour require effective action and support from a number of different sectors. The candidate will work closely with school-community members; staff at the District of Squamish; key school-transportation stakeholders; and a project manager at HASTE, who will provide training, oversight and mentorship, along with program resources and support, throughout the STP process.

### Primary responsibilities include:

- coordinating a Steering Committee and several School Committees;
- overseeing data collection;
- facilitating transportation safety walkabouts;
- developing school travel planning action plans;
- coordinating best routes to school map creation in consultation with a cartographer, municipal staff and the School Committees;
- writing and completing school travel plans for each school; and
- coordinating active travel actions, activities and events.

## Qualifications, Skills and Experience

The STP Facilitator will manage complex relationships, understand local and community needs and traffic issues, be aware of regulations and legislation, and have the ability to tap into municipal resources and build networks as needed. Essential skills and qualifications include:

- excellent communication skills – you can write compelling copy and deliver persuasive presentations to groups of varying size;
- facilitation skills and experience – comfortable managing group discussions that produce constructive dialogue and support action and collaboration;
- strong interpersonal skills – able to collaborate with and rally the support of diverse stakeholders;
- good time- and meeting-management skills;
- ability to work well independently and as part of a team;
- strong knowledge of software such as Word, Excel and PowerPoint;
- data analysis skills; and
- a passion for and commitment to active and/or sustainable transportation.

Previous experience with Transportation Demand Management, Program Coordination, Planning and/or Active and Safe Routes to School, are assets.

## Terms, Employment and Compensation

This is a temporary position, filling in for the current School Travel Planner who is taking a leave in early 2017.

- Start date: January 2017
- End date: December 2017
- Part-time position, approximately 10-25 hours/week.
- Compensation based on background and experience, \$25 - \$27.50/hr.

## Application

If you're interested in applying for this position, please send your resume and a cover letter to: [jobs@hastebc.org](mailto:jobs@hastebc.org) by 9pm on Monday, December 5<sup>th</sup>.