

## *Sidewalk Smarts Coordinator*

The **Sidewalk Smarts Coordinator** is responsible for scheduling Sidewalk Smarts pedestrian skills training program modules. The program is designed for grade 3-4 students. This is a Student Transportation Services of Waterloo Region program developed by a collective including:

Canadian Cancer Society's Walking School Bus Program  
Cycling Into the Future  
Region of Waterloo Public Health and Emergency Services  
Region of Waterloo Road Safety Education Program  
Student Transportation Services of Waterloo Region - School Travel Planning  
Waterloo Regional Block Parent Program  
Waterloo Region Children's Safety Village

### **Nature & Scope:**

Sessions run between November-March each year. The **Sidewalk Smarts Coordinator** will be responsible for scheduling one in-class learning session and one outdoor walking session per class, up to 24 schools. The **Sidewalk Smarts Coordinator** will report to the School Travel Planning Supervisor at STSWR.

### **Responsibilities:**

- Undergo training with Student Transportation Services of Waterloo Region to learn about the program and the booking process.
- Field questions regarding the program from prospective schools.
- Liaise with principals or designates at the school to gain details including class size, grades, preferred schedule, staff support, and volunteer support.
- Record data in spreadsheets.
- Schedule modules according to instructor availability, allowing for travel time in between schools.
- Communicate instructor numbers to Lead Instructor.

### **Qualifications:**

- Experience and appreciation of walking in urban environments
- Champion of children's independent mobility and the right to walk to school
- Excellent writing and speaking communication skills to interact with school principals or designates via email and telephone.
- Intermediate Microsoft Excel skills.
- Some post-secondary education.
- Highly organized and detail oriented.

Please forward your resume and a letter telling us why you are interested in this role by **October 15**, to:

**Leslie Maxwell, School Travel Planning Supervisor**  
**Student Transportation Services of Waterloo Region**  
**550 Bingemans Centre Dr, Unit 102, Kitchener, ON, N2B 3X9**  
**Email: [careers@stswr.ca](mailto:careers@stswr.ca)**

**Only those candidates selected for an interview will be notified.**