

## **School Travel Planning Facilitator**

The School Travel Planning office is responsible for leading and creating a culture where active school transportation is a safe and easy choice for families across the Region of Waterloo.

### **Location:**

STSWR Office, 602-540 Bingham Centre Drive, Kitchener, Ontario N2B 3X9

### **DESCRIPTION:**

The incumbent works with school communities to develop unique active school travel plans and to implement planned action items. The Facilitator engages professional stakeholders (e.g. municipal staff, planners, engineers, developers, police, and By-law officers) to address barriers to active travel that lie outside the school community's direct jurisdiction. The successful applicant will work with all stakeholders to create, implement, and maintain programs that will create a community where more students will use active and sustainable school transportation.

Core hours for this position will be 8:30 am to 4:30 pm, Monday through Friday (35 hours per week, 45 weeks per year, with summer weeks off); however, the incumbent will be required to meet with school-based stakeholders including parent groups that may not be available during these hours and so the role may require some early or late hours. There may very occasionally be some activities on weekends. Flexible work hours will be provided in lieu of overtime. The position is a renewable contract based on current grant funding, with possibility of permanent employment or extension of contract past the current funding timeline.

### **RESPONSIBILITIES:**

- Provide school travel consultation to elementary schools (secondary schools as required) at Waterloo Catholic District School Board and Waterloo Region District School Board
- Schedule and conduct field studies and related data collection activities
- Organize data and present information to stakeholders in a meaningful way
- Participate in and facilitate meetings involving school board staff, school staff, school councils, municipal partners and community organizations
- Develop school travel plans on a school-by-school basis by setting timelines, developing procedures, establishing and managing partners, and providing deliverables
- Create maps, articles, posters, logs, information sheets, handouts, promotional materials, and other deliverables as needed
- Liaise with schools, internal staff, and external agencies to implement action items in the school travel plan involving engineering, education, encouragement, enforcement and evaluation
- Investigate and assist with accessing possible funding opportunities to support school-based programs
- Work with the School Travel Planning team and STP Steering Committee to coordinate, implement, and maintain related region-wide programs
- Promote active school transportation and School Travel Planning activities via social and traditional media as appropriate
- Other related duties as assigned

**QUALIFICATIONS:**

The School Travel Planning Facilitator will manage complex relationships, understand local and community needs and traffic issues, be aware of regulations and legislation, and have the ability to work with municipal partners, understand their resources, and build networks as needed. As such, previous exposure to Transportation Demand Management and/or Active and Safe Routes to School programs is an asset.

**Qualifications:**

- Two (2) years' relevant experience is preferred
- Successful completion of post-secondary education in a related field such as Communications, Community Development, Urban Planning, GIS, or Transportation Services; and/or equivalent combination of training and experience
- Outstanding communication skills – able to write compelling documents, create promotional materials, design posters, compose social media posts, and deliver persuasive presentations to groups of varying size
- Very strong interpersonal skills – able to rally the support of diverse stakeholders
- Meeting facilitation skills
- Project management skills to set project timelines, develop task lists, create and manage critical paths and obtain stakeholder contributions
- Spatial thinking, mapping, and data management skills
- Ability to work well independently and as part of a team
- Able to commute independently and effectively to different communities across the Region

**Desirable Assets:**

- Previous experience in a municipality or school board
- Knowledge of or experience with community-based social marketing and/or health promotion strategies
- Photography and/or graphic art skills
- Knowledge of Geographic Information Systems (GIS) software
- Experience developing and/or implementing social media campaigns
- Ability to deliver media statements on and off camera

Please forward your resume and cover letter with your salary expectations and a copy of your diploma(s)/certificate(s), by 4:00 p.m. on February 25, 2021, to:

Leslie Maxwell, School Travel Planning Supervisor  
Student Transportation Services of Waterloo Region  
602-540 Bingemans Centre Drive, Kitchener, Ontario N2B 3X9

email: [career@stswr.ca](mailto:career@stswr.ca)

Only those candidates selected for an interview will be notified  
The successful candidate will be required to produce a current Police Vulnerable Sector Check satisfactory to STSWR immediately upon hire.