

## School Travel Planning Facilitator

School Travel Planning at STSWR envisions a world where every child will walk or wheel for part or all of their daily school journey. Until that is realized, we work to create environments where active school transportation is a safer and easier choice for families across the Region of Waterloo.

### **Location:**

STSWR Office, 102-550 Bingemans Centre Drive, Kitchener, Ontario N2B 3X9

### **JOB DESCRIPTION & REQUIREMENTS:**

The School Travel Planning Facilitator works with school communities to create active school travel plans that are unique to each school, 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. 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 8:00 am to 4:00 pm, Monday through Friday (35 hours per week, 44 weeks per year, with summer weeks off); however, the successful candidate 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. These may very occasionally include some activities on weekends. Flexible work hours will be provided in lieu of overtime.

The position is permanent.

### **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
- At times, assist to deliver pedestrian skills training in the classroom or roadside
- At times, work with school staff and students on student-focused interventions
- Assist with accessing possible funding opportunities to support school-based programs

- Assist with the coordination, implementation, and maintenance of related region-wide programs
- Promote active school travel 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.

### **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:**

- Exposure to Transportation Demand Management and/or Active and Safe Routes to School programs
- 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

STSWR is committed to fair and equitable hiring practices that allow us to hire qualified staff who reflect the diversity of the community we serve, who will foster the success and well-being of our students and who demonstrate a commitment to equity and inclusion in our workspaces.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;

- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We will make any appropriate accommodation based on any of the human rights protected grounds, to support candidate participation in the hiring process.

Please forward your resume and cover letter by 4:00 p.m. on March 10, 2024, to:

Leslie Maxwell, School Travel Planning Supervisor

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

Only those candidates selected for an interview will be notified.