
North Natomas Transportation Management Association

JOB TITLE:	Parent Champion
REPORTS TO:	School Programs Manager
WORK HOURS:	Some work must be performed during the school day and other hours are flexible between August and June.
PAY:	\$15 hours per hour.

GENERAL SUMMARY OF DUTIES:

The role of the Walk and Bike to School Parent Champion is to assist NNTMA in implementing project activities, while being a main point person on campus for volunteers and doing on campus outreach. In this role, the Walk and Bike to School Parent Champions will facilitate frequent communication between NNTMA staff and the school communities. Walk to School Parent Champions will receive ample training in planning and executing established Walk to School activities, and will be encouraged to be creative in promoting the program goals at their school site.

ESSENTIAL DUTIES and RESPONSIBILITIES – other duties as assigned:

- Oversees and coordinates the daily Walk and Bike to School Program on campus.
- Assists with recruiting and working with volunteers – create volunteer schedules as needed.
- Manages program elements associated with the Walk and Bike to School Program.
- Markets and promotes programs and events with staff, students and parents through a variety of ways.
- Keeps track of accurate participation records and volunteer information.
- Participates in monthly Parent Champion meetings to discuss and share ideas.
- Acts as a liaison between NNTMA staff and parents, students, and school staff.
- Assists in either creating new, or promoting existing walking/biking groups.
- Implements program campaigns such as Walktober, Polar Bear March, and May is Bike Month.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be an engaged community member or parent/guardian of a student enrolled for the coming school year in the school at which they are applying to assist.
- Be able to devote at least four hours per week to this effort.
- Believes in the vision of the Walk and Bike to School Program.
- Ability to establish a rapport with school staff and parents.
- Ability to get along and work effectively with others.
- Ability to access and use email/telephone.
- Basic familiarity with computers and Microsoft programs.
- Be ready to start the position, and available for the first Parent Champion meeting in the month of August, date to be determined.
- Proficiency with English required.

PHYSICAL and EMOTIONAL DEMANDS: While performing the duties of this job, the employee will be required to walk and stand for prolonged periods, with some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity to handle paperwork and punch cards. Requires normal range of hearing and eye sight to work and see safely.

WORK ENVIRONMENT: Work is performed both outside and inside, throughout the year in all weather conditions, and involves frequent contact with school staff, parents & children. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.