



Job Posting 50-2019

School Travel Planning Facilitator – Stratford (Full-time Up to 12 months, 35 hours per week)

Join our Ontario Active School Travel team and work to address real-world transportation challenges. Our goal is to make walking, cycling, and other forms of active and sustainable transportation the norm for school journeys.

Location: Stratford
Salary Range: \$45,000 - \$55,000 per annum, commensurate with experience

City of Stratford invites qualified applicants for this full-time contract position to continue our established School Travel Planning program in Stratford. Reporting to the Project Engineer, the role of the School Travel Planning Facilitator is to provide assistance to schools that are experiencing traffic congestion and safety concerns to assess the situation, work with community partners to develop solutions and implement initiatives to promote active and sustainable travel modes for students.

Responsibilities:

- Engage the school communities (students, staff, parents) to participate in the [School Travel Planning](#) process. Form a Committee at each school and coordinate meetings and activities.
- Assess travel behaviours and investigate traffic related concerns on school sites.
- Attend meetings with School Board administration, school staff and parent councils to facilitate workable solutions.
- Schedule and conduct field studies, such as traffic observations, walkabouts and travel surveys.
- Liaise with School Board and City staff, school administrators and community members to address concerns around school sites through a variety of infrastructure solutions and education strategies.
- Support schools to develop and implement initiatives to encourage active modes of school travel.
- Produce School Travel Plan reports to summarise findings and recommended actions
- Participate in various city-wide committees, including the City of Stratford's Active Transportation Advisory Committee (ATAC) and work with committee members to support initiatives and events.
- Comply with all Workplace Health and Safety Policies and Procedures.
- Other duties as assigned.

Qualifications:

The STP Facilitator needs to be able to manage complex relationships, understand local and community needs and traffic issues, and be familiar with relevant regulations and legislation. As such, previous experience with Transportation Demand Management and/or Active Transportation programs is an asset.

Essential qualifications include:

- Post-secondary education in public health, transportation, urban planning or engineering, or equivalent experience
- Demonstrated experience in data collection, analysis and report writing
- Ability to work independently with minimal supervision
- Excellent communication, presentation, organization, time management skills
- Strong interpersonal skills, with ability to engage with multi-disciplinary stakeholders
- On occasion, willing to attend site meetings in early morning or evening times
- Working knowledge of Microsoft Office products
- Valid driver's licence

Additional qualifications that would be an asset:

- Experience working in a school environment
- Awareness of active and sustainable school travel initiatives
- Knowledge of the principles of:
 - transportation demand management
 - road safety for pedestrians, cyclists and drivers
 - behaviour change theory
- Experience working with marginalized groups and building community
- CanBIKE qualifications
- Access to a vehicle for undertaking school site visits

Duties to commence approximately: July 2019

The successful candidate will be required to complete a Police Reference Check.

This is a 12-month position, with extension subject to funding.

To apply for this position:

- Please submit a resume, clearly outlining your qualifications and experience, and quoting the job posting number no later than 4:30 pm on Tuesday June 25, 2019.
- Applications can be submitted by email to hr@stratford.ca. Please do not submit duplicates.
- Please include the Job Posting Number in the message subject line. Attachments should be in Microsoft Word or PDF format.

Accommodations are available for people with disabilities for all aspects of the recruitment process. Applicants should make their needs known in advance.

While we appreciate all applications received, only those selected for an interview will be contacted. Personal information collected in response to this advertisement is collected under the authority of the Municipal Act, 2001 to determine eligibility for employment with the City of Stratford. Please direct inquiries to the Human Resources Department at 519-271-0250 x 274.