



## Employment Opportunity

- Position:** Active & Safe Routes to School Facilitator
- Location:** Ottawa
- Terms:** Full-time contract
- Salary Range:** \$44-46,000.00 plus benefits
- Reports to:** Active & Safe Routes to School Program Manager - Ottawa
- Start Date:** Early October

### Background:

Since 1996 Green Communities Canada (GCC) has been a leader in efforts to promote walking and cycling to school across Ontario through its [Active and Safe Routes to School](#) (ASRTS) program. More recently we introduced School Travel Planning (STP), an enhanced delivery model for ASRTS that connects school and community stakeholders to implement detailed action plans to improve safety for students already using active transportation and encourage others to do so for all or part of the journey to school. Learn more [here](#).

Since 2010 GCC has coordinated a growing and well-regarded ASRTS program on behalf of the Ottawa Student Transportation Authority and the City of Ottawa. We are seeking a motivated, dynamic individual to help build on our success.

### Position Summary

The ASRTS Facilitator is responsible for championing active school travel and implementing STP at 12 elementary schools across Ottawa.

### Primary Duties

- Coordinating and supporting school-level committees comprised of parents, teachers, school administrators and community representatives;
- Coordinating school-level data collection activities including surveys, traffic observation sessions, school site visits and neighbourhood walkabouts.
- Guiding and motivating committees in the creation, implementation and monitoring of action plans to address barriers to active school travel and increase walking/cycling rates.
- Collaborating with teachers to engage and encourage students to become active school travel ambassadors to their peers.
- Liaising with school board, school transportation, municipal, public health and other community stakeholder representatives.
- Assisting the Program Manager in preparing reports and other deliverables as required.

**Requirements (Education, Experience, Skills & Knowledge):**

- Post-secondary education in a related field or equivalent professional experience.
- Demonstrated experience working with schools including administrators, teachers, parents and/or students.
- Demonstrated commitment to and experience in sustainable transportation or related environmental, health or safety issues.
- Language: English (fluent) essential, French (functional) an asset.
- Driver's licence and access to a vehicle for local travel (expenses will be covered)
- Computer proficiency with MS Office (Word, Outlook, Excel, and Power Point).
- Basic graphic design/GIS/mapping skills an asset.

**Competencies**

- Strong interpersonal, communication (written & oral), organization and meeting-management skills.
- Attention to detail.

**Working Conditions:**

- Office environment (downtown Ottawa) with tele-work opportunities.
- Regular off-site meetings.
- Occasional early morning and evening activities.

**For more information or to apply:**

Please forward your c.v. with brief cover letter as soon as possible to:

Wallace Beaton  
Active & Safe Routes to School Program Manager – Ottawa.  
Green Communities Canada  
[wbeaton@greencommunitiescanada.org](mailto:wbeaton@greencommunitiescanada.org)  
613.724.2727 (office)  
613.314.3551 (cell)