



## JOB POSTING:

# School Travel Planning Facilitator – Toronto (Full-time)

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:** Toronto  
**Salary Range:** \$45,000 - \$55,000 per annum, commensurate with experience

Green Communities Canada (GCC) invites qualified applicants for this full-time contract position to continue our established School Travel Planning program in Toronto. 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 Toronto Vision Zero Planning Committee and the Toronto School Travel Planning (STP) Steering Committee, and work with committee members to support initiatives and events.
- 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: 4 February 2019 (provisional date)

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

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

## How to Apply:

Qualified candidates are invited to email their cover letter and resume in PDF format to [mazakula@greencommunitiescanada.org](mailto:mazakula@greencommunitiescanada.org), specifying the Job Title in the subject line, **no later than 5 p.m. on Friday 11 January, 2019**. Please include with your resume a list of professional references.

Interviews will be held on 22 January 2019 in Toronto.