



**Is accepting applications for the position of:**

**PROGRAM COORDINATOR (PART-TIME)**

*(Assigned as Walking School Bus Coordinator)*

**18 Hours per week**

**Salary Range: \$19.63 - \$23.86 per hour**

**THIS POSTING COULD CLOSE WITHOUT NOTICE WHEN A SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED. IF YOU ARE INTERESTED IN THIS EMPLOYMENT OPPORTUNITY, YOU ARE ENCOURAGED TO APPLY IMMEDIATELY.**

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**SUMMARY OF RESPONSIBILITIES:**

The Program Coordinator is responsible for providing high-quality customer service to the general public via telephone, events, employers and other community outreach. The Program Coordinator shall be assigned as a Walking School Bus Coordinator under the Safe Routes to School program to provide information to schools within Solano County. The Program Coordinators are also responsible for various administrative and technical program support to the projects and programs of the Solano Transportation Authority (STA) via telephone, events, employers and other community outreach. Program Coordinators provide customer service using tact, discretion, and independent judgment, as well as knowledge of Authority activities.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Assigned as Walking School Bus Coordinator)*

- Maintains a countywide Walking School Bus (WSB) parent/volunteer contact database
- Coordinates establishment of a WSB at designated elementary schools in Solano County
  - Initiates contact with school principals and/or PTA representatives
  - Staffs school-site parent kick-off meetings/school events
  - Attends scheduled meetings or schedule meetings with PTAs and principals
  - Surveys parents to determine interest
  - Creates database from schools and 511 school pool matching tool to find participants
  - Coordinates suggested safe routes to school maps to determine WSB routes
  - Creates maps with routes for WSB
  - Conducts parent/volunteer training utilizing WSB Protocol Guide
  - Facilitates and establishes Safe Routes to Schools details, i.e., schedules, times, route, etc.
  - Coaches & mentors WSB leaders
  - Creates WSB data information for reports on program
  - Promotes and recruits program support
  - Maintains inventory of students, children and leaders walking/biking at participating schools
  - Assists with publicity for WSB programs at school site
  - Provides online access and hard copy access to participants
- Participates in SR2S events; kick-offs, safety assemblies, walk & roll events and bike rodeos
- Administers WSB evaluation feedback survey
- Prepares reports, manages and updates files in Word, Excel, Access, and possibly other applications
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

The incumbent must be a motivated self-starter with excellent customer service and organizational skills, a flexible team player with a positive attitude, and ability to outreach and develop cooperative relationships with Authority partners including the general public, leaders, clients and staff members. Must be able to input data, track activities, prepare reports and manage files in Word and Excel with the ability to learn other applications.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A professional way to obtain the required knowledge and abilities would be a high school diploma with a minimum of two years of experience in customer service, sales, outreach or marketing experience. Some college preferred. Bilingual in Spanish is a plus.

**KNOWLEDGE AND SKILLS:**

In addition to the experience and education described above, the position requires:

- Ability to work diplomatically with a wide range of individuals.
- A strong communicator (both oral and written) with ability to speak in front of group.
- Ability to present ideas clearly.
- Self-motivated and problem-solver, who can work independently with minimal supervision.
- Strong work ethic, goal-oriented, strong leadership skills
- Committed to providing excellent customer service.
- Interact cooperatively with existing staff and partners within Solano County.
- Develop and maintain program materials to assist the public on a daily basis.
- Ability to travel within Solano County.
- Must be able to staff events, set-up event displays and materials, and interact with the public to disseminate program information.
- Identify outreach marketing opportunities.
- Apply strong customer service skills in a professional manner to day-to-day interactions.
- Input and process database, track activities and prepare regular activity reports.
- Proficient in Microsoft Suite (Word, Excel) with the ability to learn specialized computer software applications.

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

**DRIVING REQUIREMENTS:** Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

**APPLICATION PROCESS:**

A completed Solano Transportation Authority (STA) Employment Application must be submitted to Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585. **THIS POSTING COULD CLOSE WITHOUT NOTICE WHEN A SUFFICIENT NUMBER OF APPLICATIONS ARE RECEIVED. IF YOU ARE INTERESTED IN THIS OPPORTUNITY, YOU ARE ENCOURAGED TO APPLY**

**IMMEDIATELY.** Additional information regarding the application and job description can be found online at [www.sta.ca.gov](http://www.sta.ca.gov). Application packets may also be requested in-person at the above address. Resumes **will not** be accepted in lieu of a completed application packet. Applications can be submitted in one of several ways: 1) faxed to the HR Department at (707) 424-6074, or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Emailed to [humanresources@sta-snci.com](mailto:humanresources@sta-snci.com) (this option is available through the ‘submit’ button at the bottom of the online application).

**SELECTION PROCESS AND TENTATIVE SCHEDULE:**

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. The hiring of a successful candidate is contingent on passing a background check and the DMV “pull notice” check.

**OTHER IMPORTANT INFORMATION:**

*It is important that your application show all the relevant education and experience you possess. Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.*

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075.