

MAYOR DALEY'S Bicycling Ambassadors



30 North LaSalle Street, Suite 500, Chicago, Illinois 60602 • ph 312.744.8147 • fax 312.742.2422 • www.bicyclingambassadors.org

JOB DESCRIPTION: BICYCLING AMBASSADOR

START DATE: Mid-May 2007

LENGTH OF JOB: Through Early September 2007 (with the possibility of extension through the end of September)

PURPOSE AND GENERAL DESCRIPTION

The Chicagoland Bicycle Federation (CBF) works to make conditions better for people who bicycle, thereby making Chicagoland a better place to live, work, and play. CBF believes that whether people bike for exercise, to work, or for fun, they should do it enjoyably. But each day, the region's bike riders contend with problems such as heavy traffic, limited bikeways, and careless drivers. Since 1985, CBF has worked to attack not only these problems, but the policies that favor automobile transportation at all costs. A non-profit corporation, CBF has its headquarters in downtown Chicago.

The Chicagoland Bicycle Federation manages a city-funded program called Mayor Daley's Bicycling Ambassadors. The Bicycling Ambassadors teach motorists and bicyclists to better share city streets. They do this by speaking face-to-face to members of the public. Teams of Ambassadors deliver bicycling expertise personally in demonstrations and conversations in public places and at events.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

The Bicycling Ambassador will work in a team of two to four ambassadors, reporting to the Program Director. The Bicycling Ambassador will also:

- Work 35 to 40 hours per week.
- Work outdoors and indoors on any day of the week, and with occasional evening hours.
- Travel directly from home to work sites, by bicycle. Work sites will include street festivals, shopping and commercial areas, public parks, and schools throughout Chicago.
- Successfully complete a five- to ten-day training course that covers bicycle handling, bicycling and traffic safety, media relations, and conflict resolution.
- While on duty, wear an Ambassador t-shirt or jacket provided by the program.
- Wear a bicycling helmet while bicycling and during some presentations.

DUTIES AND RESPONSIBILITIES

The Bicycling Ambassador will have these duties:

- Describe how to bicycle safely in traffic (to adults and children) and on sidewalks (to children).
- Describe to motorists how to drive safely alongside bicyclists in traffic.
- Provide, both orally and in literature form, bicycling information at street festivals, shopping and commercial areas, public parks, and schools throughout Chicago.
- Give classes, demonstrations, and presentations in formal and informal settings.
- Bicycle to, from, and at events and presentations.
- Work with community groups, aldermanic staff, teachers, police officers, business associations, volunteers, sponsors, and other city organizations.
- Speak to newspaper, radio, and TV reporters about bicycling.
- Evaluate (in written reports) presentations given and events attended.
- Market the program to event organizers.
- For six weeks during mid-season, supervise a team of Junior Ambassadors, comprised of trained high school students.

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ESSENTIAL QUALIFICATIONS

The candidate should have the following qualifications.

- Can communicate well with people of all ages, abilities, cultural groups, economic statuses, sexual orientations, and disabilities.
- Writes and speaks in a friendly, concise, and accurate manner.
- Very experienced in bicycling in urban traffic.
- Owns a bicycle in good working condition, and an approved bicycling helmet.
- Physically fit and able to work outdoors all day and in any weather.
- Unafraid of speaking with strangers.
- Proficient with Microsoft Office applications.
- Can get work done in an unstructured and informal environment, and with limited supervision.
- Works well in a team, and fosters team spirit.
- Good at solving problems, thinking creatively, and self-motivation.
- Prompt and punctual.
- Pass a background check in order to work with children.

DESIRABLE QUALIFICATIONS

We prefer candidates with these qualifications:

- Fluency in a language other than English, especially Spanish.
- Experience teaching bicycling safety.
- Experiencing speaking to or writing for news media.
- Experience managing staff, especially teenagers.

BICYCLING TEST

We require candidates selected for interview to successfully complete a bicycling road test prior to the interview. Candidates must bring their own bicycles and helmets.

APPLICATIONS

Candidates should write (a) why they consider themselves suited for the job, and (b) a list of qualifications and/or relevant experience. Provide to:

Emily Willobee
Mayor Daley's Bicycling Ambassadors
Chicago Department of Transportation
30 North LaSalle, Suite 500
Chicago IL 60602
phone 312/744-8147 fax 312/742-2422
emily.willobee@cityofchicago.org

More information can be found at www.bicyclingambassadors.org.

We thank all applicants; we will contact only those selected for interviews.

DEADLINE FOR APPLICATIONS IS 3/30/07

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A Program of the Chicago Department of Transportation