

**Please Post: 2/1/07**



## **Junior Ambassador Coordinator – Mayor Daley’s Bicycling Ambassadors**

**LENGTH OF JOB:** Full-time, dependent upon annual funding renewal.

### **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.

Since 2001, CBF has managed a city-funded program called Mayor Daley’s Bicycling Ambassadors (MDBA) for the Chicago Department of Transportation. The Bicycling Ambassadors teach motorists and bicyclists to better share city streets. They do this by speaking face-to-face with members of the public. Teams of Ambassadors deliver bicycling expertise personally in demonstrations and conversations in public places and at events. The newest focus of the Bicycling Ambassadors is peer to peer bicycle safety education at Chicago Park District day camps. Safety education is performed by a team of two Junior Ambassadors (JA) and a full time Ambassador who acts as the manager of the team. This six week period is referred to as the Junior Ambassador season.

### **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

The Junior Ambassador Coordinator will:

- Work 40 hours/week, predominately Monday through Friday at the Chicago Department of Transportation office
- Occasionally work outdoors and on some weekends, in both the day and evening.
- Report directly to the Program Director of the Mayor Daley’s Bicycling Ambassadors.
- Travel directly from home to work sites by bicycle or public transit. Work sites may occasionally include events at street festivals and public parks throughout Chicago.
- Occasionally ride a bicycle during the work day.

### **RESPONSIBILITIES**

The Junior Ambassador Coordinator will:

- Manage the After School Matters – Junior Ambassador (ASM-JA) training program.
- Recruit and hire staff for the ASM-JA program.
- Create training plan for the ASM-JA Instructors.
- Supervise four After School Matters Instructors from January to June.
- Manage the ASM-JA program budget, purchase necessary supplies, investigate and secure sponsorships, maintain inventory of all equipment.
- Edit and update ASM-JA job training curriculum.
- Work with partners After School Matters, Chicago Park District, Chicago Department of Transportation, Chicagoland Bicycle Federation, and participating schools’ administrators to insure that all interests of the program are met.

*Continued on next page*

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- Help assemble staff training materials for the MDBA and JA programs.
- Assist the Program Director in the hiring of the full time Bicycling Ambassadors.
- Assist the Program Director with Bicycling Ambassador training that covers bicycle handling, bicycling and traffic safety, media relations, and conflict resolution.
- Assist the Program Director with the supervision of the six Bicycling Ambassadors from May to September.
- Schedule events and create and distribute schedules for the six week Junior Ambassador season.
- Manage and coordinate the Junior Ambassador summer work program.
- Supervise 16 Junior Ambassadors from June to August.
- 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. Function appropriately as the city's bicycle safety spokesperson.

#### **QUALIFICATIONS**

- Experience working with diverse communities which includes, but is not limited to, the capability to communicate well with people of all ages, abilities, cultural groups, economic statuses, and sexual orientations.
- Experience teaching bicycling safety. Candidates who are experienced with the Bicycling Ambassador campaigns and materials and expertise delivering Ambassador messages are preferred.
- Detail oriented.
- Prompt and punctual.
- Can get work done in an unstructured and informal environment, and with limited supervision.
- Works well managing a team, and fosters team spirit.
- Good at solving problems, thinking creatively, and self-motivation.
- Writes and speaks in a friendly, concise, and accurate manner.
- Owns a bicycle in good working condition, and an approved bicycling helmet.
- Very experienced in bicycling in urban traffic.
- Proficient with Microsoft office applications. Familiarity with Microsoft Access is a plus.
- Experience managing staff.

#### **SALARY AND BENEFITS:**

\$25,000 – 30,000 per year depending upon experience and skills. The Chicagoland Bicycle Federation offers a progressive benefit program that includes health, dental, and retirement options.

We are an equal opportunity employer; women, persons with disabilities and persons of color are encouraged to apply.

How to apply: This position is open until filled. Priority will be given to candidates who submit applications before March 9, 2007. **Email** only: resume and cover letter to Emily Willobee, Program Director of Mayor Daley's Bicycle Ambassadors at [emily.willobee@cityofchicago.org](mailto:emily.willobee@cityofchicago.org).