

2018-2019 CAC AmeriCorps Member Bike Walk Knoxville

Bike Walk Knoxville is a regional committee of Bike Walk Tennessee, a state-wide 501(c)(3) nonprofit organization which advocates for continued improvement of biking and walking in the Knoxville region for all ages and all abilities.

Bike Walk Knoxville goals:

1. Engage in outreach and educational opportunities
2. Support Complete Streets
3. Serves as the subject matter expert to the Knoxville region.
4. Plan and host Open Streets Knoxville

Service Position Summary

The AmeriCorps member will be involved with all aspects of Bike Walk Knoxville's work including advocacy, programming, and initiatives in partnership with government and other non-profit organizations. These programs support active transportation and healthy communities. The tasks include:

- Assist with Knox County Safe Route to Schools programming funded by a United Way grant
- Assist in the recruitment of volunteers for Open Streets Knoxville twice yearly
- Assist with planning, promotion and logistics of Summer Bike and Walk Tours with Elected Officials
- Serve as instructor and assist with the coordination of all class details and logistics for children's bike safety classes (Kids Love Bikes Program)
- Assist with the Active Communities Team Action Plan objectives (Active Knox)
- Other duties as assigned

Essential Functions of Position

The selected member will be expected to:

- Know the mission and goals of Bike Walk Knoxville and Bike Walk Tennessee as stated in their respective Strategic Plans. This information should be easily communicated to the at large public as needed.
- Perform general administrative duties such as responding to emails, scheduling meetings, preparing reports.
- Utilize social media; primarily Facebook and Instagram.
- Serve as a representative of these organizations at community and government meetings and events.
- Ride a bike well enough to teach basic children's bike safety and skills classes.
- Become familiar with Knoxville and Knox County ordinances, policies, and regulations that impact the cross-section of built environment and health.
- Research and comprehend Complete Streets concepts and policies.
- Develop/teach pedestrian and bike education/youth program curriculum.

Knowledge, Skills, and Abilities

- Able to work independently, but comfortable asking supervisor for clarification, expert opinion, and/or advice as needed
- Able to complete assigned tasks in a reasonable amount of time
- Able to multitask and prioritize tasks while working on several projects simultaneously
- Proficient with Microsoft Office including Word, Excel, PowerPoint and Publisher
- Comfortable using google drive
- Writing should express content succinctly with correct syntax, grammar, and spelling
- Able to communicate and collaborate positively with partner entities
- Able to work with kids of all ages
- Possess basic grant writing and budget skills
- Valid driver's license and good driving record

Academic and Other Qualifications

- 4-year degree graduate of accredited college or university
- Prior work experience with youth education required
- Prior work experience with non-profits preferred

Service Conditions

- Work will be both indoors in an office and outdoors at Safe Routes to School program schools, bike safety education sites and Open Streets Knoxville events
- The selected member must be able to provide own transportation to program sites and meetings
- The member must be physically capable to lift bikes up to 25 lbs occasionally