



United Way
of Racine County

United Way of Racine County

Job Description: Walking School Bus Coordinator

Position:	Walking School Bus Coordinator
Status:	Non-exempt; 20 hours per week
Core Function:	Community schools – walking school bus coordinator
Reports to:	Community Schools Director
Direct Reports:	None

Primary responsibilities: The Walking School Bus Coordinator is responsible for developing and executing the walking school bus program at Knapp and Julian Thomas Community Schools. This includes, but is not limited to, leading routes, volunteer management, student identification, and accurate record keeping.

Specific duties, including but not limited to:

- Work with community school coordinators and school leadership to identify students with history of chronic absenteeism.
- Create and maintain recruitment and enrollment documents for participating students.
- Track attendance for all walking school bus routes.
- Develop and schedule routes based on student need and program capacity.
- Recruit and train volunteers to serve as route leaders.
- Align volunteer policies with Safe Routes to School guidelines.
- Ensure that volunteers have all necessary documents and resources to conduct their route.
- Submit weekly reports to the Community Schools Manager.
- Serve as primary walking school bus route leader. This requires the ability to walk up to 1.5 miles per route in various weather conditions.
- Meet regularly with the community schools director and UWRC team members.
- Represent United Way of Racine County in a positive manner at community events, meetings and activities as assigned.
- Other duties as assigned.

Competencies.

The position must model the competencies expected of all United Way staff:

- **Mission Focused.** Employee's top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
- **Relationship Oriented.** Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator.** Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven.** Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

United Way of Racine County
Job Description: Walking School Bus Coordinator



United Way
of Racine County

- Brand Steward. Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Values.

The position must model and support the values of the organization:

- Commitment to Community Success. Make a positive difference and have a measurable impact of enduring consequence.
- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change.

Behaviors.

To perform the job successfully, an individual should demonstrate the following behaviors:

- Attendance/punctuality. Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
- Relationship Building. Strong relationship building skills and ability to work effectively with United Way donors, volunteers, agencies, and community representatives.
- Communication. Excellent verbal and written communication skills, with the ability effectively to communicate in a variety of ways. Strong interpersonal communication skills.
- Ethical. A commitment to professional ethics and ability to handle sensitive and confidential information.
- Team Work. Ability to interact with internal clients.
- Planning/Organizing. Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills.
- Flexibility. Ability to adjust to unexpected assignments, difficulties, and work deadlines.
- Personable and Professional – inspire through knowledge, demeanor and uncompromising integrity
- Analytical. Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
- Intelligent. Capacity to understand complex issues adding value in the ongoing development of the community impact agenda
- Genuine. Strong sense of emotional intelligence and calmness under stress.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.

United Way of Racine County
Job Description: Walking School Bus Coordinator



United Way
of Racine County

Qualifications.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience.

- High school diploma required.
- 1-2 years' experience with volunteer management.
- Experience with youth (ages 5-12) preferred.
- Experience working with people from diverse backgrounds.
- Ability to work varied hours, specifically early mornings, is a must.
- Ability to walk (up to 1.5 miles at a time) in all weather conditions is a must.
- Detail oriented and proven excellent organizational ability.
- Willingness to work as part of a team.
- Excellent oral and written communications skills including knowledge of Microsoft Office Suite.
- Positive and solution-oriented problem-solving skills.
- Proven ability to adapt to situations in-the-moment.
- Bilingual candidate (English/Spanish) preferred but not required.

Supervisory Responsibilities.

None.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk (up to 1.5 miles at a time); sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

Benefits and other compensation: The walking school bus coordinator salary is \$20.50 per hour. The position is 20 hours per week, 52 weeks per year. United Way offers vacation and other paid time off, a retirement plan and more. United Way of Racine County is an Equal Opportunity Employer.

To apply, submit a resume, cover letter and professional references via email, subject line *Walking School Bus Coordinator*, to Leigh Ann Martínez at lmartinez@unitedwayracine.org. Please no phone calls or mailed applications. Applications will be accepted through 5 pm on January 28, 2022.