



BIKE & PED PROGRAM ASSOCIATE

5.2022

Under supervision, the Bicycle & Pedestrians Program Associate will support goHunterdon's bicycle and pedestrian education programming, including hands on participation in pedestrian activities (walk to school events, pedestrian safety audits), bicycle skills drills (rodeos), helmet fittings, safety presentations, activities, and community events. This a flexible schedule position; 20- 25 hours per week. In-person time will be required. Some occasional weekend or evening hours may be required.

Ideal Candidate

- Interest in walking and bicycling; sharing information with the general public
- Experience working with children
- Ability to work independently and with others in an effective manner.
- Ability to provide leadership and speak before public groups.
- Familiarity with Hunterdon County, NJ
- Bilingual (English/Spanish) a plus.

Responsibilities

- Provide existing safety education programming through hands on participation in pedestrian activities, bicycle skills drills (rodeos), helmet fittings, safety presentations, activities, and community events.
- Support Hunterdon County Safe Routes to School programming (presentations, walk/bike to school events)
- Assist Safety Programs Manager with Street Smart NJ pedestrian safety campaigns.
- Stay up to date and knowledgeable on all pertinent bicycle and pedestrian safety information.

Required Knowledge, Skills, and Abilities

- Proficiency with Microsoft spreadsheets, word processing, database and project management software.
- Valid driver's license and reliable vehicle; willingness to drive within Hunterdon County
- Reliable, well maintained bicycle and helmet; willingness to use personal bicycle and helmet for demonstration purposes.
- Reliable home internet connection.
- Availability to work occasional evening and weekend hours (meetings, events).
- Ability to provide leadership and speak before public groups.
- Ability and willingness to lift 25 lbs. (to transport equipment, event materials, etc.)
- Ability and willingness to walk up to 1 mile
- Familiarity with Hunterdon County, NJ
- Background check and fingerprinting (reimbursement for costs by goHunterdon).

Location

- Office is located in Flemington, NJ (Hybrid remote work model/telework policy)
- All work is located within Hunterdon County, NJ

Compensation/Benefits

- A budget for this position has been set and compensation will be discussed with qualified applicants.
- Flexible Work Schedule
- Collaborative Work Environment
- Mileage reimbursement at IRS approved rate