



Bike Education Coordinator Position Description

Bike SLO County exists to improve the quality of life on the Central Coast through bicycling inspiration, education, and advocacy. It is our goal to work with the community to help more people engage in the safe, fun, and healthy habit of choosing active transportation.

The Education Coordinator will be responsible for leading, participating, and supporting Bicycle Education programs. Specifically, The Education Coordinator will lead in the development and delivery of a comprehensive bicycle education program for elementary school students (Safe Routes To School) to adults through a combination of video content, in-person training, and virtual instruction. The Education Coordinator will be responsible for combined oversight of all the Bike Education programs, RideWell education, and interfacing with SLO County Public Health, and the City Active Transportation offices for bike education outreach and instruction.

The Education Coordinator will demonstrate the ability to excel in the areas of bicycle education instruction; video production; contract and grant management; invoicing; event management; volunteer recruitment and management; public speaking to audiences ranging from small groups of adults to elementary school students; interaction and supporting a diverse public clientele; and acting as a respectful, smart cycling ambassador to the community. The Bike Education Coordinator shall perform additional duties assigned by the Executive Director.

The preferred candidate will have experience as an educator or coach, with League Cycling Instructor certification (or willingness to obtain LCI certification within three months). Demonstrated experience teaching and training through in-person and social media platforms is preferred. Work hours are flexible and may include mornings, afternoons, evenings, and weekends. The Bike Education Coordinator is a part-time hourly position consisting of approximately 20-25 hours per week.

Minimum Qualifications

- High School Diploma or GED equivalent
- Two-year experience interacting with the public representing an organization, club, business, or community group
- Two years of public outreach, public speaking or retail experience
- Experience with event coordination and community relations
- Extensive experience with Google and Microsoft Office

For full consideration, send a cover letter and resume to Rick Ellison, Executive Director, at rick@bikeslocounty.org or mail to Bike SLO County, 860 Pacific Street, Ste 105, San Luis Obispo, CA 93401, by September 28. The cover letter must address the specific skills mentioned in the position description. Include three professional references.