**Note:** Candidates with an open schedule from 8 a.m. to 3 p.m. on 2-3 weekdays preferred, so as to be available to assist with bicycle education trainings during the regular school day.

### Bike Smart/Ecology Action

**Organization/Agency:** Ecology Action/Bike Smart!

**Supervisor/Sponsor:** Kira Ticus

**Sponsor Title:** Program Specialist

**Address:** 877 Cedar Street, Suite 240, Santa Cruz, CA 95060

**Email:** kticus@ecoact.org

**Phone:** 831.515.1338

**Fax:** 831.425.1404

**Website:** [www.bikesmart.org](http://www.bikesmart.org)

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**Bike Smart! Youth Bicycle Safety Program** conducts bicycle safety trainings for Santa Cruz and Monterey County youth. We offer classroom Presentations, hands-on bicycle skills Obstacle Courses (a.k.a. “Rodeos”) and Community Rides (on-street training), as well as bicycle safety Education Outreach Booths. Our programs are carried out at schools, community centers and events. Bike Smart! is a Safe Routes to School program of Ecology Action, a local non-profit dedicated to promoting and providing sustainable transportation services to Santa Cruz County residents and businesses. Its other programs include: Bike to Work/School, Bike Week, Active4Me, Walk Smart, and Zero Interest Bike Loan Program.

### Key Responsibilities:

Bike Smart! intern assists lead staff in coordination and implementation of youth bicycle safety trainings and program development projects.

### Tasks Include:

- Assist with instruction of youth in bike trainings (bike skills obstacle courses)
- Set up and break down obstacle courses
- Prepare materials for and assist with classroom presentations
- Grade presentation pre- and post-question sheets and maintain records
- Program development projects (curriculum development, educational materials, grant writing, etc.)
- Coordinate advertisement and promotion of events
- Provide office administrative assistance

### Hours and Duration:

- Part-time, approximately 6-12 hours per week, occasional early mornings and some weekend days
- Interns needed Fall, Winter, and Spring Quarter

### Desired Qualifications:

- Interest and experience in working with and/or teaching youth
- Interest and experience in bicycling
- Interest in promoting sustainable and active transportation
- Energetic, helpful and positive attitude
- Ability to communicate professionally, both in writing and orally
- Thorough and accurate work
- Computer skills: competence in Microsoft Word and Excel, web browsers, email and graphics programs
- Punctual

### Compensation:

Academic course credit.