

WALKING BUS COORDINATOR POSITION

Connections Community Development is a non-profit organisation based in Sydney's Northwest and aims to build community through a number of initiatives throughout Sydney. One of those initiatives is **The Walking Bus**, which aims to see children walk to school in a way that encourages a healthy lifestyle, is environmentally friendly, and builds community.

A fantastic position is available for a Coordinator of The Walking Bus based in the Dapto region. The position is permanent part-time, 15 hours per week, with the possibility of more hours to come as the program expands. This role will require flexibility as the work hours may be spread over several days during the week. This position will ideally suit a parent with children currently attending Dapto Primary School and wanting to become more involved in their school community. The suitable applicant will also be required to start immediately. Ongoing training and supervision will be provided by the Walking Bus Manager and Connections Staff.

THE ROLE WILL INVOLVE:

- Establishment of a new Walking Bus at Dapto Primary School
- Research and establishment of suitable new Walking Bus routes
- Contact with and support for the volunteers
- Publishing a quarterly newsletter for the volunteers
- Visiting the school on a regular basis
- Working along side school principals, P&C's and Teachers, along with other organisations such as councils
- Seeking and acquiring additional funding from other sources, such as government grants, and private sponsorship
- Reporting to Key Stakeholders about the ongoing growth of the program
- Flexible hours that may increase in the future as the program is rolled out
- Occasional travel to Sydney once per quarter for Staff Development and Training

APPLICANTS SHOULD HAVE THE FOLLOWING:

- High level communication skills
- High level organisational and management skills
- High level and efficient time management skills
- A registered car and valid drivers license
- Energetic and Innovative
- Self motivated
- Be well presented
- Outgoing personality to be able to meet teachers, parents, potential sponsors and stakeholders
- High level reporting skills
- Good level of computer skills, primarily with Mac but also PC
- Good skills level in Microsoft Office, and/or other relevant programs such as iWorks

For more information on The Walking Bus, please visit www.walkingbus.com.au

Please visit <http://www.connectionscd.com.au/careers/> for more information and to submit your resume. Alternatively email your resume, covering letter, and any supporting materials to info@connectionscd.com.au or contact Warren Weir on 0412 677 878.

Applications close C.O.B. WEDNESDAY 20TH JULY, 2011