

Volunteer Position -- Bicycle Count Coordinator - 2014

Salt Lake City Transportation Division - Bicycle/Pedestrian Program

Work Schedule: Flexible. Mostly business hours, may include early evening.
Hours per Week: 10-15, more in late August through mid-September
Dates: **Week of August 4** (exact dates TBD) to approximately end of October
may be extended on other projects if mutually of interest

Job Description:

Salt Lake City will be participating this September in the [National Bicycle/Pedestrian Documentation Project](#) -- a national methodology for counting bicyclists and pedestrians in our community. See [bikepeddocumentation.org](#).

This recruitment is for a volunteer to coordinate the volunteers doing the count. This project could be appropriate for either a community member, or for a student doing an internship in fields such as urban planning, geography, statistics, environmental studies, etc. The coordinator will orchestrate a corps of approximately 60-80 volunteers counting bicyclists in about 20 locations around the city during the second week of September:

2014 Count Dates: 5-7 pm on Sept. 9-11 (Tues-Thurs) and noon-2 pm on Sept. 13-14 (Sat-Sun).

The Count Coordinator will be the primary volunteer and data coordinator for the count. The Count Coordinator will take the lead in preparing for the count, developing a schedule of volunteers to fill time slots at each location, assisting in volunteer training, filling in any last minute gaps in the volunteer schedule, gathering data forms back from our volunteers, processing the data on the office computer, and writing a short but comprehensive report on the count results.

This data and report will be used by the City as an important measure of levels of bicycling and walking, and as a means for comparison in future years. As the City makes infrastructure improvements for bicyclists and pedestrians, we will use this data to see if more people are out walking and bicycling. The intern will assist in compiling a report and presentation comparing 2014 data to the past two years of the count. The presentation may be included in coverage in the local media.

This internship is likely to be quite intense in late August / early September; then, as your academic workload intensifies in the semester, this internship will be more flexible. In the end, you will have coordinated a small project and produced a report -- specific accomplishments to list on your resume.

Qualifications:

- Excellent computer skills including email, Internet, word processing (MS Word) and spreadsheet (MS Excel) on Windows-platform computer.
- Pleasant and confident telephone manner. Comfort with calling potential volunteers on the phone.
- Ability to coordinate multiple volunteers into a complex schedule while maintaining a cheerful and personable attitude.
- Analytical and writing skills, including spelling and grammar.
- Attention to detail, including for computer data processing.
- Ability to get up to speed on this project quickly; extra time and flexibility in mid to late August and early to mid September to work additional hours to get the count volunteers coordinated and the data collected.
- Interest in and/or appreciation of bicycling and walking as recreation and/or transportation.

To apply, please send a short resume and cover letter indicating why you are interested in coordinating the bike count to bikeslc@slcgov.com. Your application will go to Becka Roof, Salt Lake City Bicycle/Pedestrian Coordinator.

Applications will be reviewed on a rolling basis, with a final deadline of Thursday July 17, 2013. Interviews will be conducted on July 21 and 22, with selection by July 23. The Bike Count Coordinator will start the week of August 4.