Call for Applications: Complete Streets Workshop Instructor Trainees

Applications Due August 20, 2014

Due to increasing demand for its Complete Streets Workshop Program, the National Complete Streets Coalition (NCSC), in cooperation with the Association of Pedestrian and Bicycle Professionals (APBP), will train an additional 5 to 7 nationally recognized professionals to co-instruct these workshops. Since 2007, these policy- and implementation-oriented workshops have helped states and communities across the country change policies and practices to better balance the needs of all users.

Two instructors co-teach each full-day, highly interactive workshop: one a national expert in engineering and design, the other a national expert in policy and planning. Instructors contract with APBP, and under some circumstances, NCSC. We pay flat fees to each instructor of $2,900 to $3,300 for each full-day workshop dependent on the workshop type. Fees include an expected 5 to 6 hours of preparation, a full day of teaching, travel, lodging and per diem. We supplement this fee when a workshop locale requires excessive airfare or lodging expenses.

New Instructor Training
NCSC and APBP will train successful applicants through a four-part process:
- Coached self-study of NCSC workshop modules and materials
- Webinar-based training and discussions
- Participatory learning in a NCSC workshop with two experienced instructors
- A period of paid apprenticeship.

The cost to become an Instructor Trainee is $2,000 plus travel, lodging, and per diem in conjunction with one participatory learning workshop. NCSC and APBP will pay Instructor Trainees as full instructors during their Apprenticeship, earning back the instruction fee in as little as one workshop.

Qualifications
Successful applicants will be team players with at least 8 years of progressively responsible active transportation experience who can demonstrate they are:
- Recognized national experts with essential engineering or planning experience in accommodating the needs of bicyclists, pedestrians, transit operators and users, older adults, children, or people with disabilities. *We do not expect instructors to be expert in all areas.*
- Passionate about Complete Streets and supporting local, regional, and state entities in adopting Complete Streets policies and implementing them
- Experienced in effectively working in or with local, regional or state government agencies including:
  - Successfully implementing projects using a variety of funding sources, and
• Collaborating with staff from multiple agencies or departments, working with elected and appointed officials, and engaging diverse stakeholders
• Strong, effective educators with proven teaching, facilitation, and listening skills in professional workshops
• Service and client oriented
• Able to think on their feet and adapt content to meet diverse client and workshop participant needs and expectations
• Available to travel and commit to teach at least 3 workshops/year (this average is likely but not guaranteed), participate in two update webinars a year, and make a two-year commitment
• Current APBP members, and either current NCSC Partners, employees of Partner firms or Members.

We will give preference to candidates with engineering backgrounds, but do anticipate selecting candidates with planning and policy backgrounds as well.

We encourage you to ask any one of us your questions as you consider this opportunity:
• Linda Tracy, Complete Streets Program Manager, Association of Pedestrian and Bicycle Professionals: linda@apbp.org or 406/880-3880
• Stefanie Seskin, Deputy Director, National Complete Streets Coalition: sseskin@completestreets.org
• Roger Millar, Director, National Complete Streets Coalition: rmillar@smartgrowthamerica.org
• Kit Keller, Executive Director, Association of Pedestrian and Bicycle Professionals: kit@apbp.org

To Apply
To apply to become a NCSC Instructor Trainee, please send 1) a resume of your experience and 2) up to a four-page response to the questions below to Linda Tracy at linda@apbp.org by 5 pm PST on August 20, 2014. To be considered, all applicants must be current APBP members.

1. Please provide your name and include any advance certifications you have earned, phone number, email address, title, current employer, and mailing address.

2. Briefly summarize what qualifies you to be an effective a NCSC Workshop Instructor. You may repeat details provided in responses to other questions.

3. Describe your professional expertise, experience in and knowledge of Complete Streets in any of the following areas. We do not expect instructors to be an expert in all of these areas.
   a. Complete Streets
   b. Walking
   c. Bicycling
   d. Transit
   e. Transportation needs of older adults
   f. Transportation needs of children
g. Transportation needs of people living with disabilities

4. Describe your experience in working at or with state, MPO or local government agencies. Include the outcomes of any experience in creating change within an agency or community, working with multi-disciplinary teams, or with public involvement.

5. Describe your professional experience in engaging adults in workshop settings, in team teaching, and in facilitating experiential learning. List professional workshops you have taught in the last 3 years: include the name of the workshop, the date, the client, the names of any other instructors (if applicable), the length of the workshop, and the number of participants. If any of your presentations or teaching have been video taped, please include a URL.

6. Describe an experience that required you to think on your feet to adapt a presentation to respond to the needs or expectations of your audience.

7. Describe how you remain current in your working knowledge of Complete Streets.

8. Please provide the names, phone numbers and email addresses of three client references or past workshop participants able to describe your effectiveness as an instructor.

9. Briefly include any additional information or comments you wish the reviewers to consider.

Applications are due electronically no later than 5 pm PST on August 20, 2014.

Thank you! We look forward to considering your application.