



JOB DESCRIPTION

Position Title: Travel Trainer (Ready to Ride)

Classification: Part Time Temporary

Supervisor: ADA Para-Transit Manager

Description: The Travel Trainer is responsible for teaching young adults with developmental disabilities to travel independently and safely using public transportation (for example, bus, train, or subway). Travel Trainers support individuals by building confidence, teaching how to get around safely in the community, and teaching how to use a public transportation route to travel in the community.

Essential Job Functions

- Teach travel skills to young adults with developmental disabilities related to traveling on public transit using a person-centered, step-by-step approach and structured curriculum called Ready to Ride. Skills include pedestrian safety, travel planning, and personal safety.
- Assess young adult's travel skills to determine support needs.
- Support the development of travel plans and evaluate safety of travel routes.
- Accompany trainees on public transport, supporting them as they progress toward independent travel.
- During travel training, recognize when help is needed. For example, if there is an emergency or a situation is unsafe.
- Participate in training and professional development to maintain travel training competency and skills.
- Completes daily logs after each travel session to document trainees' progress.
- This job is part of a research study. The Travel Trainer will need to follow procedures as part of the research study. This includes:
 - Following the step-by-step Ready to Ride curriculum
 - Complete training to understand the rights of participants in a research study and follow procedures that protect the rights of participants. This



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includes following confidentiality, health and safety, and data protection policies.

- Provide ongoing feedback about doing the Ready to Ride travel curriculum through questionnaires, interviews, and in focus groups.
- Attend meetings and share information with research staff and staff at CIL.

Essential Skills and Qualifications

- Ability to independently use public transportation using RTS.
- Demonstrated ability of good verbal and written communication skills.
- Demonstrated ability to build and maintain rapport with others.
- Ability to work with staff and consumers on a cross-disability basis.
- Ability to initiate projects and work independently.
- Understand the independent living philosophy and movement.
- Experience working with young adults, especially those with disabilities. Examples: Travel training, Group activities, Job coaching, Study skills, Independence building
- Education beyond high school (e.g., Associate's degree, technical certification, or equivalent experience).
- At least 2 years of experience working with individuals with intellectual and/or developmental disabilities.
- Ability to manage stress when unexpected situations occur while using public transportation.
- Excellent organizational and record-keeping skills.



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- Flexibility to adapt to individual learners' needs and changing situations. Ability to adapt to changing demands of the job.
- Ability to follow step-by-step procedures provided by supervisors.
- Reliability, punctuality, and a strong sense of responsibility.
- Ability to use travel apps, navigation tools, and basic IT systems (Word, Excel, email).
- Ability to follow safety and emergency plans.

Accommodation: CILNCF is committed to the full inclusion of all qualified individuals. As part of this commitment, CILNCF will ensure that persons with disabilities are provided reasonable accommodations. Reasonable accommodations will be provided if it is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment.

Employer Rights: The CILNCF shall provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against because of race, color, national origin, gender, age, marital status, religion, sexual orientation, gender identity and disability. CILNCF shall comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990 and other applicable Federal, State, and local laws, rules and regulations. In accordance with the Standards and Assurances for Centers with Independent Living, Section 725, Section (6) of the 1992 amendments to the Rehabilitation Act, the CIL-NCF shall ensure that the majority of staff are individuals with significant disabilities.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. This job description does not list all the duties of the job. You may be asked by management to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment and either you or the employer may terminate at any time for any reason.

General sign-off:

I have read and understood this explanation and job description.



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Travel Trainer

Date

ADA Para-Transit Supervisor

Date

Executive Director

Date