



T H E C I L

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**Position:** Travel Trainer  
**Hours:** Full Time (37.5 hours/week, 1FTE)  
**FLSA:** Non-exempt  
**Location:** Alameda County  
**Supervisor:** Program Manager

**Who We Are**

Founded in 1972 in Berkeley, California, the Center for Independent Living (TheCIL) emerged from the Independent Living movement of the 1960s as a powerful force for change. TheCIL helped to spearhead the fight for equal access for people with disabilities through advocacy and legislation, resulting in the passing of new laws and access to physical and social structures. We are now committed to bringing about a paradigm shift in the way people with disabilities are perceived by society.

The opportunity for a person with a disability to achieve is limitless. As each person grabs hold of this truth and makes a decision to be their own normal, we believe society will catch on and see the power and solutions that people with disabilities bring to the table.

**What We Do**

TheCIL directly serves about 1000 individuals each year. Services include peer counseling, assistive technology consultation and training, self-advocacy training, travel training, and a reverse integration sports program. In addition to direct services, TheCIL's Information and Referral staff provide specialized; in depth connections to resources to an additional 5000-6000 people a year.

## **Our Guiding Principles:**

- Comprehensive programs most effectively meet the needs of people with disabilities
- People with disabilities are the best experts on their lives
- The strongest and most vibrant communities are those that include and embrace disability

**Position Summary:** TheCIL is looking for a high energy individual to work one-on-one and/or in structured group environments teaching people with disabilities to travel independently on fixed route public transit.

## **Essential Duties**

- Meet with trainees to assess needs, identify goals, and develop plans to meet those needs and goals.
- Provide instruction to assigned trainees on how to utilize public transit, in real world situations for 5+ hours a day. Instruction typically includes how to master a route between Point A and Point B, safety and awareness, trip planning, and learning how to navigate the system generally (e.g. getting Clipper Card/RTC discount cards, pedestrian rights of-way.
- Helping people master mobility devices (scooters, wheelchairs, canes, etc.)
- Provide information and referrals regarding local public transit resources throughout the Bay Area
- Collaborate with local transit systems and trainees regarding questions, issues or concerns
- Maintain mandatory progress notes on assigned trainees and create/maintain comprehensive Consumer Service Records
- Perform regular follow-up with Project Coordinator and trainees
- Establish and maintain effective working relationship with trainers, trainees, etc.
- Inform Supervisor of all relevant issues
- Participate in meetings, internal and external, as needed
- Assist with developing curriculum and teaching material
- Assist with the development of marketing materials and perform outreach related to Community Connections program and Center for Independent Living outreach overall

## **Peripheral Duties**

- Assist with other duties as assigned

## **Qualifications**

- Complete heavy workload within established time frames
- Perform a variety of duties, often changing from one task to another of a different nature
- Exertion of physical strength to move objects, 30lbs or more, from one level to another
- Exertion of force on or against an object, 30lbs or more, from one location to another
- Strong teaching skills in the field
- Ability to read, explain and discuss transit brochures and maps
- Knowledge of all public transit in the Bay Area
- Strong interpersonal and communication skills
- Effective time management and organizational skills
- Experience using public transit in the Bay Area, especially BART and AC Transit
- Ability to use Microsoft Office Suite and Internet
- Ability to multitask in busy/loud environments

## **Work Conditions**

- Outdoors when Travel Training is in process
- Work outdoors during all four seasons – rain or shine
- Ability to travel throughout Alameda and West Contra Costa
- Required to attend staff events, which might be scheduled during evenings or weekends

## **Application Procedures:**

1. Send your resume to [hr@cilberkeley.org](mailto:hr@cilberkeley.org).
2. Announcement may close at any time. Reply as soon as possible.
3. NO PHONE CALLS PLEASE!

If you need reasonable accommodation for any part of the application and hiring process, please notify the People and Organizational Development Manager at (510) 841-4776 X3150 or email [hr@cilberkeley.org](mailto:hr@cilberkeley.org). Determinations on requests for reasonable accommodation will be made on a case-by case basis.

**CIL Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran. Persons with disabilities, veterans, women and minorities are encouraged to apply.**

**CIL is an E-Verify participating employer.**

**As part of the employment process at the Center for Independent Living, we will request that you complete financial disclosure forms. This information is required to be gathered from all new employees to comply with certain New Market Tax Credit program requirements, under which program the Center for Independent Living has benefited. All information submitted will be kept strictly confidential.**