

GREEN IOWA AMERICORPS: SUSTAINABLE SCHOOLS MEMBER COORDINATOR DUTIES & RESPONSIBILITIES

IMPORTANT NOTE:

Team coordinator roles are designed to provide members with an opportunity for leadership and make the most effective use of member skill sets. Team coordinator roles may fluctuate based on site specific initiatives or the needs of the team. The coordinate role you are assigned will not define your service term and will not limit your ability to perform other activities of our program.

ENERGY EFFICIENCY COORDINATOR

ESSENTIAL SKILLS/KNOWLEDGE/ABILITIES:

- Knowledge of basic energy efficiency, LED, and HVAC systems
- Ability to collaborate with faculty, staff and students
- Ability to engage in hands-on leadership opportunities
- Ability to network within communities
- Excellent problem-solving abilities
- Safety-minded
- Reliable and punctual
- Effective communicator
- Self-directed and proactive
- Knowledgeable of Google applications including Google Calendars, Google Documents

DUTIES:

- Collaborate with Alliant Energy and other utility companies to determine where and how districts are losing energy dollars
 - Work to make the individual school buildings more energy-efficient through maintenance upgrades and/or behavioral tactics
 - Collaborate with school's Maintenance and Operations staff to implement energy-efficient strategies
 - Determine best available rebate and/or grant opportunities for the district
 - Develop district-wide "Green Teams" that will engage in energy-efficient practices (i.e. making sure lights/computers are turned off)
 - Collaborate with team member to develop long-term district-wide sustainability goals
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EDUCATION & OUTREACH COORDINATOR

ESSENTIAL SKILLS/KNOWLEDGE/ABILITIES:

- Self-directed & proactive
- Experienced with Microsoft Excel, Word
- Knowledgeable of Google applications including Google Calendars, Google Documents
- Excellent verbal and communication skills

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- Strong interest in building personal and public knowledge in environmental and energy related topics
- Public speaking skills and confidence
- Experience working with both children and adults
- Strong planning, organizational, and creativity skills
- Ability to network within communities
- Interest in energy and environmental issues

DUTIES:

- Collaborate with faculty and staff to implement energy and environmental education lessons for students before, during, and after school
- Work with Instructional Coaches to develop lessons meeting the curriculum goals of the Next Generation Science Standards
- Engage community members to assist with student-led project-based learning initiatives (i.e. installing rain barrels, school gardens, etc.)
- Develop district-wide "Green Teams" that will engage in energy-efficient practices (i.e. making sure lights/computers are turned off)
- Assist with professional development opportunities for faculty and staff regarding energy efficiency, waste management, and environmental education
- Collaborate with team member to develop long-term district-wide sustainability goals