



## 23-34 Clear Creek Amana CSD Position Descriptions

Clear Creek Amana Community School District

1486 Hwy 6, Oxford, IA 52322

### This site is hiring to fill the following positions:

Position #1: Sustainable Operations Coordinator

Position #2: Education & Outreach Coordinator

### Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	<u>Segal Education Award</u>
Three-quarter-time (TQT)	11-mo	<b>1,200 hours</b> (28-30 hours/week)	<b>\$18,000/term</b> (\$1,636.36/mo)	<b>\$4,826.50</b>

Anticipated service schedule for this host site is **[9:00 am 3:00 pm, Monday through Friday]**, with occasional nights and weekends as projects require.

**Host Site Overview:** Green Iowa AmeriCorps members will help the district pursue projects such as the outdoor learning area. They will develop educational plans and programs utilizing the outdoor classroom. They will also continue to expand on the district wide composting and recycling program. Members will work to implement a sustainability plan, develop more school gardens across the district and work to establish environmental literacy within the CCA curriculum.

### GIA Performance Metrics

- Educational Programming** engaging participants in environmentally-focused lessons and activities
- Community Outreach** engaging outside volunteers in service activities
- Tree Planting**
- Waste reduction activities** (examples: recycling and/or composting education, waste audits)
- Energy efficiency services** (examples: residential home energy audits and weatherizations, residential and/or public retrofits, distribution of energy savers kits)
- Climate Action Planning and Greenhouse Gas Inventory Activities**

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**Site Supervisor(s):** Matthew Leeman- Associate Superintendent, Maury Gallagher- Buildings & Grounds Director

**Minimum Member Qualifications:**

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

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**Position: Sustainable Operations Coordinator**

**Position Outline:** This position requires continuing the District's efforts and ongoing projects to move towards sustainable practices. Current projects include a focus on solar energy, audits of building efficiencies, carbon footprint reduction, recycling of food waste, share tables within lunchrooms and others in this same realm.

**Member Duties:**

- Complete an annual greenhouse gas inventory & report using Clearpath by ICLEI
- Work with facilities crew to reduce energy consumption and waste production
- Coordinate completion of Outdoor Classroom Construction
- Develop district wide composting and recycling program
- Work with district members and Education and Outreach Coordinator in the implementation of the CCA Sustainability Plan
- Apply for the Green Ribbon School Award.
- Contributes to the Green Sails Newsletter
  - What actions are the district taking to become more sustainable?
    - Monthly Energy Review
    - Recognizing stand out Individuals working for sustainability
- Assist Education & Outreach Coordinator with the Sustainability Club
- Works collaboratively with Education and Outreach Coordinator on district-wide projects including education events
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project

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- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

**The ideal candidate will possess the following skills:**

- Self Motivated Individual
- Strong communication skills both written and oral
- A vision for sustainable activities and projects applicable to a school district
- Be personable and able to effectively work with District Leadership, Staff, and students
- Be a team player
- Reliability and dependability

**Members can expect to gain the following skills/experiences in this position:**

- This position allows members to work on District created projects and also self-created projects in areas of interest/expertise that the member may already have. Experiences at CCA have allowed previous members to move into post-service careers and helped set them apart from other candidates due to the wide range of experiences they have have from this role.

**Position: Education & Outreach Coordinator**

**Position Outline:** The CCA Education and Outreach Coordinator will work closely with teachers to integrate sustainability into school curriculum. They will develop educational activities and materials for the Outdoor Classroom at CCA Middle School. Additionally, they will need to work closely with the Sustainability Operations Coordinator in the implementation of the sustainability plan. Specifically, working on components pertaining to students. They are responsible for the planning of and running of Green Iowa Education and Outreach events and social media posts. The Education and Outreach Coordinator will also work with the Sustainability Operations Coordinator in the Green Sails Newsletter. They are in charge of including educational content along with getting the community involved through challenges or what they deem interesting. The 2020-2021 CCA GIA team created a Sustainability Club at the High School. The expectation is that the Education and Outreach Coordinator will work closely with this group of students planning ways they can learn about sustainability along with finding ways they can make their community more sustainable. This member will work closely with the team's 2024 Summer Members. They are responsible for creating opportunities and setting structure for their Summer Members in coordination with the Sustainability Operations Coordinator. Assist the Sustainability Operations Coordinator with the education component of the Green Ribbon School Award. Lastly, they are expected to work Collaboratively with the Sustainability Operations Coordinator on district-wide projects.

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**Member Duties:**

- See above Description.
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

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- Reliability and dependability

**Members can expect to gain the following skills/experiences in this position:**

- Members will have the ability to engage our District stakeholders in educational experiences related to sustainability. Membership can work with one another to engage our students in projects that are generated by both the District and members. Those that have a passion for working with students are a great fit for this role and those experiences are extremely valuable post-service.