



# Green Iowa AmeriCorps



2022 OUTSTANDING PROGRAM OF THE YEAR  
America's Service Commissions



## 23-24 Cedar Falls Community School District Position Descriptions

*Cedar Falls Community School District*

*1002 W. 1st Street*

*Cedar Falls, Iowa 50613*

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

Position #1: *FT Sustainable Schools Member (PK - 12)*

Position #2: *FT Sustainable Schools Member (PK - 12)*

### **Terms:**

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
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/term</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:** *Cedar Falls Community School District believes sustainability should be modeled for all stakeholders in the community. The vision at Cedar Falls Schools is “Every Student, Every Day” and we want every student to understand the impact their choices make on the environment.*

**GIA Performance Metrics** *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities
- **Community Outreach** engaging outside volunteers in service activities
- **Additional Direct Service Activities**
  - **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** [8 climate action plans and/or greenhouse gas reduction inventories]

Green Iowa AmeriCorps  
[Host Site] Position Descriptions

- **Waste reduction activities (examples: recycling and/or composting education, waste audits)**

**Site Supervisor(s):**

Eric Rosburg, Associate Director of Curriculum and Instruction, Cedar Falls Schools

Justin Urbanek, Associate Principal, Holmes Junior High

**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:** *FT Sustainable Schools Member (PK - 12)*

**Position Outline:** Green Iowa AmeriCorps members in Cedar Falls Schools partner with students, teachers, administrators, parents, and community to make an impact on sustainable environmental practices through modeling and education. This position will work in classrooms and with student clubs to increase individual knowledge and awareness. GIA Members also work closely in the lunchroom to help move forward a district-wide composting initiative. Members have the opportunity to serve students PK - 12 depending on the candidate's skill set. Finally, members will serve during the summer to support both school and community initiatives in sustainability.

**Member Duties:**

- Bring awareness to the environmental impact of our decisions in K – 12 schools.
- Help the district move forward with district-wide composting initiatives.
- Partner with classroom teachers and principals for educational events or projects.
- Work with district administrators and community members to help set a vision for sustainable practices in Cedar Falls Schools.
- Discover potential grants and or awards available to the organization. GIA member(s) could be responsible for applying with approval of the site supervisor.
  
- 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

Green Iowa AmeriCorps  
[Host Site] Position Descriptions

- 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)

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

- Self-starter and able to work toward vision and goals.
- Collaborative. Able to work towards a common goal in a complex organization.
- Communicative. Able to keep others informed of current status of projects.
- Passionate. Able to draw on student and organizational interest to move forward with district goals.
- Enjoys working with children PK – 12<sup>th</sup> grade.

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

- Better understanding of sustainability initiatives in a complex organization within a passionate community.
- Ability to learn about sustainability practices within a publicly funded organization.
- Gain understanding of the teaching and learning process in PK – 12 schools.
- Policy that guides the work of PK – 12 Schools.
- Grant/Award application writing.

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Green Iowa AmeriCorps  
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