



2025-2026 BHCSWC & BHCHD Position Description

Co-host between the Black Hawk County Solid Waste Agency and the Black Hawk County Public Health Department 1407 Independence Ave. Waterloo, IA 50703

This site is hiring to fill the following positions:

Position #1 - #2: GIA Education and Outreach Coordinator

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$5,176.50/term

Anticipated service schedule for this host site is **8:30am - 4:30pm, Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview:

The Waterloo GIA host site consists of a partnership between the [Black Hawk County Solid Waste Commission](#) and the [Black Hawk County Public Health Department](#). The mission of this site is to provide residents of Black Hawk County with an understanding of the environmental, social and financial implications of their decisions, to identify and inform on sustainable alternatives to negative impacts, and to change behavior to reduce our environmental impacts and improve human health.

GIA Performance Metrics *Members work in collaboration with the host agency to complete the following metrics*

- Educational Programming engaging participants in environmentally-focused lessons and activities.
- Community Outreach engaging outside volunteers in service activities
- Energy Efficiency Services (Audits, Weatherizations, Delivery of Energy Savers Kits)
- Climate Action Planning/Greenhouse Gas Inventory Activities
- Waste Audit and Efficiency operations
- Water Quality Monitoring
- Tree Planting
- EPA Metrics (recycling, composting, etc.)

Site Supervisor(s):

Bethany Fratzke: Community Health Programs Manager, BHCHD. Her role is to provide administrative and functional support and assistance to the members.
bfratzke@blackhawkcourt.iowa.gov.

John Foster: Solid Waste and Resource Recovery Administrator, BHCSWMC. His role is to provide technical, networking and financial support to the members. jfoster@wastetrac.org

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

Position: GIA Education and Outreach Coordinator

Position Outline:

GIA SS members in Waterloo Schools site will create and lead sustainability programs on topics such as school gardening, compost, food waste reduction, reuse and recycling education, pollinator habitat, and more in K-12 Waterloo schools and other community organizations. Members will assist with identifying, measuring and monitoring environmental impacts, offer strategies to reduce those impacts and participate in community outreach events focused on public health initiatives.

Member Duties:

Anticipated Duties in alignment with the goals of the Black Hawk County Public Health Dept

- School garden education and maintenance as well as compost support will occur during Spring and Summer seasons.
- Collaborate with 11-month Green Iowa members to provide sustainability education at Waterloo School District summer school programming, summer feeding sites, and early childhood centers.
- Your role will be to help build a schoolwide culture of health – from hallways, classrooms, cafeterias and outdoor play spaces – that celebrate healthy food.

Anticipated Duties in alignment with the goals of the Black Hawk County Solid Waste Agency

- Develop and execute projects within Waterloo school district and throughout Black Hawk County that will promote reduction, reuse and recycling of materials.
- Promotion of growing foods, food preservation and education on labeling and the environmental impact of the food chain.
- Illegal dumping and litter outreach and education - specifically with the development of a community survey to gather perceptions related to waste diversion efforts throughout Black Hawk County.
- Working with UNI (and perhaps other local universities) to decrease the amount of waste generated at the end of the academic year.

Additional duties

- 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)

The ideal candidate will possess the following skills:

- Passionate for serving the community and empowering students to be sustainability heroes.
- Self-directed and proactive with the ability to accomplish tasks independently with minimal supervision.
- Strong planning, organizational, and creativity skills
- Strong interest in building personal and public knowledge in environmental and energy related topics.
- Strong verbal and written communication skills; including teaching in front of a classroom, networking, public speaking, compiling data and submitting reports.
- Ability to work as a team leader and member.
- Experienced with Microsoft Excel, Word and Google applications including Google Calendars, Google Documents

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

- Experience planning, implementing, and evaluating educational programs.
- Service members will gain knowledge on a wide variety of sustainability concepts including, but not limited to outdoor education, school gardening and horticulture, composting and vermiculture, food waste reduction, recycling, pollinator habitat, litter control, and building efficiency.
- Introductions and networking to established and influential stakeholders within the sustainability, health, and education industry within Black Hawk County and across the state
- Members can be exposed to industry organizations and their membership activities to further sustainability knowledge.
- Ability to seek additional professional development and education to continue resume building.
- Support and focus members' passions for community improvement and push members to explore their professional limits.

[Green Iowa AmeriCorps](#) is managed by the University of Northern Iowa's [Center for Energy and Environmental Education](#)

