

Title:	Environmental Concerns Coordinator
Work Credit:	Full hours in dining Choice of dining co-op
Time Required:	16-40 hours/month (4-10 hours/week)
Responsible to:	OSCA Board, Operations Managers
Support People:	Operations Managers, Treasurer
Appointed by:	outgoing Environmental Concerns Coordinator, Operations Managers, Food Coordinators (1)
Sit on Appointments:	Environmental Concerns Coordinator, Food Coordinators

General Responsibilities

Reduce OSCA’s impact on the environment through work with the Environmental Concerns Committee, co-op recyclers, and composters. Educate co-ops, implement environmentally-oriented projects, and generally promote environmental awareness in OSCA. Coordinate recycling and composting efforts in OSCA.

Specific Responsibilities

Coordinate the Environmental Concerns Committee (ECC)

- 1) Establish regular meeting times.
- 2) Facilitate meetings; keep record of committee projects; send out meeting notes to committee and interested OSCA members through e-mail.
- 3) Help the committee decide which projects to undertake each semester. Designate one or two ECC Reps to work on each project.
- 4) Coordinate the committee’s projects.

Initiate projects that reduce OSCA’s environmental impact

- 1) Work with the ECC to brainstorm, design, and implement projects. ECC members should primarily devote their time to working on such projects. Keep in mind that it may take many weeks for ECC reps to get elected, so try to get going ahead of time on larger projects. Recent projects have included: converting spaces behind Harkness and Old B into natural meadows, researching and advocating for bulk soy milk and Earth Balance, expanding composting on campus, consolidating OSCA WT housing, planning Ecolympics/Earth Day events, helping the Local Foods Committee research local food sources, hosting a crew bandana-making party, and working on how to demonstrate amounts of leftovers discarded during co-op meals.

Educate co-ops about environmental issues and concerns

- 1) Make posters about environmental concerns that committee members will post in their co-ops, have ECC members make announcements in their co-ops about environmental concerns, make announcements at co-ops without ECC members. With the help of ECC reps and/or recyclers, make sure trash, recycling, composting bins and signage are very obvious and visible in all co-ops, and starting an herb garden.

Train each co-op’s Recyclers (housing and dining)

- 1) Update the recycler training sheets once a semester, hold training for recyclers after they are elected, maintain an e-mail/telephone list of all recyclers and send out reminders or updates on recycling as needed.

Maintain contact with the Resource Conservation Team (RCT), the Operations Managers, and the OSCA Food Safety Advisor about recycling-related issues.

Miscellaneous

- 1) At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
- 2) Attend bi-monthly OES Hangout meetings set up through the Office of Environmental Sustainability. These informal meetings are an opportunity to network with other environmental projects on campus.
- 3) Help coordinate among OSCA and other (student) organizations to plan and execute events concerning environmental issues, including Ecolympics, and Earth Week. Consult with OSCA Officers for processes and procedures before committing to any projects.
- 4) Conduct co-op recycling evaluations and make sure improvements are made where needed.
- 5) Make sure co-op recyclers take out used cooking oil to be picked up on a regular basis.
- 6) Make sure that local foods reusable items are being picked up from the co-ops by the local foods pickers. Coordinate this effort with the Food Coordinators. Also make sure that co-ops are saving their local foods reusable items in the first place. Contact the Local Foods Coordinators early in the semester to find out what specific containers the farmers would like OSCA to save and return.
- 7) Maintain communication with other people who do environmental and recycling work. (See the end of this job description for a list of such people.)
- 8) The Environmental Concerns Committee Coordinator is responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week's Facilitation meeting. Submit either a summary or full minutes of each of your committee's meetings to be included in the Board packet.
- 9) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 10) Check your mailbox in the OSCA office on a regular basis.
- 11) Be accessible to OSCA members by phone, email, office hours, or by appointment.
- 12) Advertise the ECC position, appoint and train your replacement. Create a document with a description of the projects you have been working on throughout the semester with specific advice to your replacement on how to continue those projects or ideas for future projects you did not undertake.
- 13) Revise this job description at the end of the year.
- 14) Save all electronic files relevant to your position on the OSCA server before the end of the year.
- 15) Maintain the herb garden, all year or until you have delegated a committee representative to water and keep an eye on them.

Timeline

Weeks 1 and 2:

- 1) Contact people who are leading environmental projects on campus. Contact all-OSCA Staff (see list below). Hold training for recyclers. Recycling training information comes from the housing and dining training sheets. Have trainees write down their names and contact information (so that you can contact them later and so that you can make sure everyone attended a training). Contact Oberlin College Grounds Manager and let them know what times are available for recycler training so that he can attend and aid in recycler training. Keep spreadsheet of all recyclers. Contact Lori Sprosty to find out about any changes in the city's recycling program.

Weeks 2 or 3:

- 1) Attend the first Board meeting; make a brief presentation to the Board about your plans for the semester; try to get Board members to sit on your committee as their required committee position. Outline potential semester projects.

Week 3 through end of semester:

- 1) Hold meetings once a week for ECC. In between, ECC members should work on their individual projects; they should report on the projects at your meetings. ECC members should contact you if they are unable to show up at meetings.

One week before midterms and finals:

- 1) Send out an e-mail to co-op recyclers telling them to clear out all recyclables before break.

As needed:

- 1) Send out e-mails giving representatives updates on recycling (e.g. if we can now recycle an additional product, e-mail the recyclers about it).

Things you need to know to do your job and how to find them out

- Good communication skills are important; specifically, you should be comfortable facilitating meetings, making brief presentations for co-ops or the Board, and communicating regularly with recyclers and ECC members. You should also maintain communication with anyone having to do with environmental concerns in Oberlin (College and town). Helpful contacts are listed below.
- Knowing how OSCA runs at the all-OSCA level is essential to getting anything done for this job. In order to educate yourself, read the Board Manual, attend Board meetings relevant to your position, and talk to as many all-OSCA folks as you can.
- You need to know how recycling works in order to train the recyclers. Use the recycler training sheets (which the outgoing Environmental Concerns Coordinator will give you) to educate yourself on this. Update these each semester if necessary. (The Resource Conservation Team and co-op Food Safety Coordinators will be your best sources of information on this.)

Relationships

Maintain relationships with the following people (i.e. introduce yourself at the beginning of the year and contact them if you have questions).

All-OSCA folks:

- **LENNY:** Lenny is your friend. Lenny is a google.doc containing contact information for every elected position in OSCA.
- **Operations Managers, Cleanliness and Maintenance Coordinators:** Talking to these people (especially CMCs) will ensure that recycling procedures are in compliance with health code. You should also contact them if you have any questions about recycling procedure.
- **Food Coordinators** (see above in Specific Responsibilities).
- **Housing Coordinator.** This is whom you should talk to about house-recycler training. The two of you can divide responsibilities at your discretion. The Housing Coordinator can help with questions related to making co-op buildings more environmentally friendly.
- **Tofu Coordinators.** If you want to do a project involving tofu, soymilk, or okara (soy byproduct), then talk to these people.

College folks:

- **Grounds Manager Dennis Greive.** Dennis is knowledgeable about green landscaping practices and great fun to work with. If any of the ECC projects involve OSCA grounds, he will be able to help you. E-mail: dennis.greive@oberlin.edu
- **Keith Watkins, Facilities.** Contact Keith with any questions or concerns about buildings and utilities. E-mail: keith.watkins@oberlin.edu
- **Resource Conservation Team** (student employees of the College who live and breathe recycling). They are the best source of info on recycling and composting at the College. Telephone: 775-8445 x394 (office). E-mail: recycle@oberlin.edu
- **Office of Environmental Sustainability.** Great resource for environmental projects happening on campus. They organize the OES Hangouts and Ecolympics.
- **Bridget Flynn, the College's Sustainability Coordinator,** is very helpful. Telephone: 440-775-6354 (office) and 440-935-4113 (cell). E-mail: bflynn@oberlin.edu
- **Lori Sprosty, City of Oberlin Recycling Coordinator.** Knows everything about curbside recycling pickup, city recycling, BFI, etc. Telephone: 440-775-7208 (office). E-mail: lsprosty@cityofoberlin.com
- **Lorain County Resource Recovery.** The local recycling facility. Contact Republic Services' Residential Customer Service with questions. Good place to research for items that are not recyclable through Oberlin curbside pickup.
- **OPIRG.** They organize a lot of petitions and activities on campus. They are very enthusiastic. Telephone: 440-775-8137. <http://www.ohiopirgstudents.org/oberlin>
- **Environmental Policy Implementation Group (EPIG).** A coalition of students advocating for and assisting with the full implementation of Oberlin College's Environmental Policy. Adopted in March of '04 by the Board of Trustees, this far-reaching policy addresses campus energy production and consumption, building construction, modernization, and maintenance, land use and development, transportation and material use by the College.
- **Environment and Society 101.** Students in this class do projects with environmental groups on campus. A group from the class can work with the ECC. E-mail: john.petersen@oberlin.edu, rumi.shammin@oberlin.edu
- **Student Senate Green Liaison.** This person is your connection to the Student Senate. E-mail: senate@oberlin.edu
- **The Green Edge Fund.** They have funding for grant-written projects. This is how we got our herb garden funded, and they are very willing to give advice on and fund projects.

General Advice

- The best way to get anything done on campus is to know everyone. Be sure to know everyone on the all-OSCA Staff, as well as students, College employees, and anyone else having to do with environmental concerns. Get the contact information of the outgoing Environmental Concerns Coordinator when they train you, and don't hesitate to contact them with any questions.
- If you're looking for a way to jumpstart a relationship or learn more about a campus group, invite them to an ECC meeting to tell everyone about what they do!
- With larger projects, make a timeline for the process, delegate roles and/or tasks, be persistent, and follow through. Remember that most people are not on the same timeline as you. It is helpful to work on smaller projects in tandem with bigger projects. Also remember your committee representatives only hold single-hour positions, careful planning outside of meetings will allow you to make the best use of their limited time.
- The outgoing Environmental Concerns Coordinator will likely have begun projects that are ongoing or unfinished. Do your best to continue those projects, and build upon their work.

Approved by the Personnel Committee