

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:	Environmental Concerns Coordinator, Operations Managers (2), Food Coordinators (2)
Sit on Appointments:	Environmental Concerns Coordinator, Food Coordinators

General Responsibilities

Reduce OSCA's impact on the environment through work with the Environmental Concerns Committee. Educate co-ops, implement environmentally-oriented projects, coordinate recycling and composting efforts, and generally promote environmental awareness in OSCA. This implies reducing waste, reusing materials for creative purposes, and recycling when possible as well as encouraging deep and thoughtful consideration of environments from macro to micro.

Specific Responsibilities

This position is inherently creative and should be considered as time meant for contributions to bettering the environment of OSCAs.

Coordinate the Environmental Concerns Committee (ECC)

- 1) Establish regular meeting times.
- 2) Facilitate meetings; help ECC meetings be spaces great for communication. (Consider art projects, consider walking around, consider silence.) During meetings attempt to pick out the most immediate environmental issues that face Oberlin, OSCA and you.
- 3) Keep record of committee projects; send out meeting notes to committee and interested OSCA members through e-mail. Try to be consistent.
- 4) Help the committee decide which projects to undertake each semester. Designate ECC Reps to work on each project.
- 5) Coordinate the committee's projects.
- 6) Attend projects.

Initiate projects that reduce OSCA's environmental impact

- 1) Work with the ECC to brainstorm, design, and implement projects which curb, promote, modulate, replicate, or expose OSCA's environmental endeavors. Examples projects include: 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, working on how to demonstrate amounts of leftovers discarded during co-op meals, and starting an herb garden.
- 2) 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.

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, and make announcements at co-ops without ECC members.
- 2) With the help of ECC reps, make sure trash, recycling, composting bins and signage are very obvious and visible in all co-ops. Attack these issues with sincere, active engagement with community.
- 3) The key here is to get a larger audience. Posters are nice, discussions are more fun, mockumentaries are a riot, and protests are super.

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

- 1) Check the semesterly chart for who maintains these positions. Reach out to the Office Environmental Sustainability, currently Bridget Flynn (bflynn@oberlin.edu).

Gardens

- 1) There is serious potential of OSCA developing some gardening spaces of its own. If this project unfolds be sure to consider the operation of the gardens to be an environmental activity in and of itself.

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. All environmentalism is interdependent and long range.
- 2) Attend bi-monthly OES Hangout meetings set up through the Office of Environmental Sustainability. These informal meeting are an opportunity to network with other environmental projects on campus. Also, free food.
- 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. If they brake you on a project, more planning is probably necessary.
- 4) Conduct evaluations of co-op recycling/composting efforts. Examples include, but are not limited to: milk jugs being picked up, laundry being done, free box being maintained, and save plate charts being updated. Coordinate this effort with Food Coordinators, co-op Food Safety Coordinators, and co-op Membership Coordinators. Also ensure that co-ops are saving local foods reusable items.
- 5) Maintain communication with other people who do environmental and recycling work. (See the end of this job description for a list of such people.)
- 6) 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.
- 7) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 8) Check your mailbox in the OSCA office on a regular basis.
- 9) Be accessible to OSCA members by phone, email, office hours, or by appointment.
- 10) 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.
- 11) Revise this job description at the end of the year.
- 12) Save all electronic files relevant to your position on the OSCA server before the end of the year.

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). Ask around, there are many, many interested people.
- 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.

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 folk

- **LENNY:** Lenny is your friend. Lenny is a google.doc containing contact information for every elected position in OSCA.
- **Operations Managers, Cleanliness & 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 ... anything!
- **Food Coordinators:** you must know these people, and know how you can help each other!
- **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.
- **Board Chair:** Super helpful with long term arrangements!

Oberlin College staff

- **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
- **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
- **The Green Edge Fund**: They have grant funds for written proposals. This is how we got our herb garden funded, and they are very willing to give advice on and fund projects.
- **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.
- **Student Senate Green Liaison**: This person is your connection to the Student Senate. E-mail: senate@oberlin.edu
- **Grounds Manager Rebecca Bode**: Essential friend in the gardening area. Email: Becky.Bode@oberlin.edu
- **Facilities Manager Lisa Anadiotis**: Contact with any questions or concerns about buildings and utilities. E-mail: Lisa.Anadiotis@oberlin.edu
- **Office of Environmental Sustainability**: Great resource for environmental projects happening on campus. They organize the OES Hangouts and Ecolympics.
- **Sustainability Manager Bridget Flynn**: Is very helpful. Telephone: 440-775-6354 (office) and 440-935-4113 (cell). E-mail: Bridget.Flynn@oberlin.edu

City and County folks

- **City of Oberlin Recycling Coordinator**: Knows everything about curbside recycling pickup, city recycling, BFI, etc. Telephone: 440-775-7208 (office).
- **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.

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.
- Though it may feel, at times, like you are competing against the mass of apathy or angst or sincere disrespect that exists around you, in reality these qualities are symptoms of the thing you are actually dealing with.
- Remember, you and the CMCs are on the same team. An environment is, by definition, the accumulation of all things and their internal relationships within a certain space. If that space is absolutely disgusting, *that becomes an environmental problem.*

Approved by the Personnel Committee