



Environmental Action Team Coordinator

Purpose: To encourage environmental, gardening, and landscaping activities by involving and coordinating students, parents, and staff in both on-going and project-oriented activities.

Prerequisite/Requirement: organized, presentation skills, good communicator.

Job Responsibilities

- Coordinate parents, students, and teachers in planning, promoting, and implementing both on-going and project-oriented (environmental, gardening, and landscaping) activities.
- Facilitate EAT appointment of subcommittee leads.
- Regularly communicate and oversee subcommittee leads.
- Facilitate scheduling regular meetings, track attendance and submit copies to Hours Recorder. Ensure meeting minutes are recorded, stored in shared drive, and are shared with Upper Grade VP.
- Coordinate monthly attendance of a minimum of one member of EAT to PTO Executive Board meeting.
- Oversee coordination of large projects and ensure a committee member will be present to oversee school site projects and that permission is obtained as needed.
- Oversee EAT budget and manage grant writing process.
- Maintain itemized records of EAT's expenditures/payments and report them to the treasurer.
- Facilitate and support EAT's provision of educational resources and curricula to teachers for use in classrooms and special projects according to EAT committee available resources.
- Facilitate outreach to promote EAT Committee and its scheduled activities. Submit announcements to the Principal's newsletter.

Financial Responsibility: Oversee the EAT budget

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 40

Reports to: Upper Grade VP

Selection Process: Elected by General Membership

Term: July 1 to June 30

Candidates

Revised 5/23