



# **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 inform attendees to record volunteer hours. Ensure meeting minutes are recorded, stored in a shared drive, and are shared with the Vice President.
- 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 the EAT budget and manage the 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 the EAT Committee and its scheduled activities. Submit announcements to the Principal's newsletter.
- Coordinate or appoint a person to coordinate with Pacific Beach Coalition to schedule up to 3 beach clean-up Saturdays. Advertise clean ups in school communication and place signs up around school.

**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:** Vice President

**Selection Process:** Elected by General Membership

**Term:** July 1 to June 30

**Revised 4/24**