



## **Elementary Environmental Club**

### **Job Description**

**Reports to:** Principal

**Location:** Elementary Schools

**Evaluated by:** Principal

**Evaluation period:** Annual

### **Qualifications:**

Projects a positive attitude and establishes rapport with students

Expresses a strong commitment to assuring the school embodies an atmosphere of stewardship for the environment and care for natural resources.

School Town of Munster faculty or staff are preferred.

**Purpose of Position:** The purpose of the environmental club is to inspire young students to develop a lifelong respect for the natural world and an understanding of their role in protecting it. The club encourages students to become environmentally responsible citizens. It aims to foster curiosity about nature, teach the importance of sustainability, and empower students to take simple, meaningful actions that contribute to a healthier planet.

### **Responsibilities and Duties:**

- Coordinates initial call out meeting and maintains membership information
- Plans and leads Environmental Club meetings for elementary students at least one time per month.
- Designs and facilitates hands-on environmental activities, outdoor exploration, and eco-friendly projects including recycling projects, and gardening.
- Supervises students during all club activities and fosters a positive, inclusive learning environment.
- Coordinates special events such as Earth Day celebrations, campus cleanups, and recycling drives.
- Collaborates with school staff, families, and community partners to enhance environmental initiatives.
- Communicates with parents/guardians regarding club activities and permissions.
- Publishes all club activities
- Performs any other duties as assigned by the building administration

### **Communication Skills:**

Ability to speak effectively with staff, students and parents.

### **Length of Addendum Position:**

September through April

### **Terms of Employment:**

Addendum salary: \$735

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.