## Community Coordinator:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The Community Coordinator ensures that the ongoing cleanup program is running smoothly within the city that they live and are familiar with. This provides the opportunity for a volunteer to get involved in their community, makes sure that the natural areas are looked after, and that Team Captains are following through with their monthly commitment.</th>
</tr>
</thead>
</table>
| Knowledge | ● Who ECOSLO is and what we stand for  
● Need to know information thoroughly to help Team Captains with homeless encampments, sharps containers, plastic pollution, etc. (will come with training) |
| Skills | ● Organized  
● People management experience preferred  
● Personable  
● Responsive/good communicator with ECOSLO and Team Captains |
| Ability | ● Access to computer/efficient with inputting data online  
● Can be someone who is not capable of doing their own cleanups but wants to help ECOSLO in other ways  
● -OR - Ability to lift up to 20 pounds of trash into bins (if wanting to participate in cleanups) |
| Performance Goals/Expectations | ● Report to ECOSLO staff/AmeriCorps Member  
● Organizes Team Captains within their city  
● Distributes/holds cleanup supplies on behalf of ECOSLO  
● Must track personal hours spent organizing and coordinating  
● Input paper data cards into TIDES database  
● Submit driving license, insurance and personal vehicle form to ECOSLO |
| Time Commitment | ● March - October |
| Training & Support | ● Attend orientation/safety training with AmeriCorps Member prior to start of program  
● Mileage reimbursement for coordinating supplies |
# Adopt-A-Spot Volunteer Roles

## Team Captain:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The Team Captain is a person from the community that organizes a monthly cleanup on behalf of their household. This provides the opportunity for a volunteer to get involved in their community, makes sure that the natural areas are looked after, and that their cleanup crew is staying safe and completing the monthly cleanup requirements.</th>
</tr>
</thead>
</table>
| Knowledge | ● Know an area to clean  
● Understand the burden trash is playing on the environment (all other knowledge will come from training) |
| Skills | ● Coordination of small groups of people  
● Organization for volunteer hours and trash data tracking |
| Ability | ● Walk on uneven surfaces  
● Carry/lift bags of trash up to 20 pounds  
● Dispose of trash and recycling in the appropriate designated location |
| Performance Goals/Expectations | ● Complete cleanups once a month in the same designated area  
● Track all trash on the data card or app  
● Keep track of number of volunteers and how long the cleanup lasted  
● Organize equipment pick up and drop off with Community Coordinator  
● Tracking data from clean up and turning it in to Community Coordinator if tracked on a data card  
● Submit Team Name to Community Coordinator and keep the same name throughout the program  
● Capture pictures throughout each cleanup and sending them to programs@ecoslo.org  
● Distribute waivers to Cleanup Crew prior to their first cleanup |
| Time Commitment | ● April-October |
| Training & Support | ● Attend orientation/safety training with AmeriCorps Member prior to start of program |