

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Environmental Ambassador		Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer
			<input type="checkbox"/> Other
New Position:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team (s): Facilities Services		Team Leader (s): Louie Jorgensen	
<p>POSITION SUMMARY: To assist Facilities Services with fulfilling the doctrine of the church to be good stewards of the environment. This person will assist with collecting and sorting recyclable materials generated by staff and visitors of International Headquarters. Minimum of 8 hours a week. The opportunity to be fully involved with the recycling program is available if desired. This position is flexible and includes many opportunities to assist with mail and package handling.</p>			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
Formal Education:	<input type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 5+ yrs
			<input type="checkbox"/> 17+ yrs
<p>Qualifications Include:</p> <ol style="list-style-type: none"> 1. Ability to lift up to 25 pounds 2. Capable of bending, stretching, lifting, and walking. 3. Understands difference between recyclables and non-recyclables. 4. Resourceful in making suggestions on improving IHQ recycling program. 5. 6. 7. 8. 9. 10. 11. 12. 			
<p>Key Competencies (list 5-8 of the most important competencies for this position:</p> <ol style="list-style-type: none"> 1. Integrity and Trust 2. Confidentiality 3. Perseverance 4. Standing Alone 5. Time Management 6. Self Starter 7. Approachability 8. 9. 10. 11. 12. 			
<p>Primary Responsibilities Include (list the most important duties and responsibilities):</p> <ol style="list-style-type: none"> 1. Collects recycling by going from office to office. 2. Lifts desk cans into larger barrel and pushes barrel to recycling area. 3. Communicates with Facilities on recycling issues and concerns. 4. Provides friendly interaction with IHQ staff. 5. 6. 7. 8. 9. 10. 			

11.
12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments:

Prepared By: Kathleen Ryan

Date: 5-14-07

Reviewed By: Shelley Ruhlman

Date: 5-14-07

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)