

**VILLAGE OF SOUTH BARRINGTON, IL
GREENEST REGION CORPS POSITION DESCRIPTION
POSITION TITLE: ENVIRONMENTAL COORDINATOR**



This opportunity is an AmeriCorps funded position, and is part of the Greenest Region Corps, a project of the Metropolitan Mayors Caucus and Serve Illinois Commission.

POSITION SCOPE:

Under the supervision of both the Village Administrator and Village Engineer, the AmeriCorps Member will participate in activities that relate to environmental systems within the Village.

POSITION RESPONSIBILITIES:

- Survey of Village owned trees and development of a strategy for tree replacement.
- Data collection on condition of Village owned culverts.
- Initiating program to educate residents on environmental issues.
- Working with and assisting in the formation of an Environmental Commission.
- Assist in determining how to implement the environmental sustainability goals of GRC2 and the Chicago Climate Charter.

SKILLS AND ABILITIES:

- Oral and written communication skills.
- Professional demeanor.
- Computer skills.
- Well organized with attention to detail and ability to carry out tasks independently.
- Ability to meet deadlines.

EDUCATION AND EXPERIENCE:

Ideally the AmeriCorps Member will have a higher education background in environmental issues. Additional background in GIS is desirable but not required.

SPECIAL SKILLS DESIRED:

- Experience working with data base information.
- Ability to prepare written reports.

OTHER PERFORMANCE REQUIREMENTS:

- Outdoor mobility in order to observe and record information.
- Ability to work flexible hours.

EMPLOYMENT AND WORKING CONDITIONS:

Office setting is within the South Barrington Village Hall (30 South Barrington Road, South Barrington, IL). Office space will be provided for the AmeriCorps Member. Travel requirements consist of operating a Village provided vehicle to conduct work in the Village. AmeriCorps Member would be expected to transport some equipment to be utilized in the completion of their work.

CONTACT: Robert Palmer, Village Administrator at (847) 381-7510 or email: rpalmer@southbarrington.org