



**Hanley Sustainability Institute
Undergraduate Sustainability
Fellowship Program:
Community Positions**



University
of Dayton

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FOR THE
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OF DAYTON

HSI Undergraduate Sustainability Fellowship: Community Positions

Positions:

- City of Dayton: Dayton Sprouts Environmental Educator
- City of Dayton: Sustainability Project Coordinator
- City of Kettering: Sustainability Project Coordinator
- Harrison Township: Sustainable Development Coordinator

Fellowship Overview:

The HSI Undergraduate Sustainability Fellowship program allows University of Dayton undergraduate students to explore the field of sustainability while contributing to dynamic projects/programs on our campus and in our local community.

The program will consist of two cohorts. One cohort will work on University of Dayton campus projects and the other in the Greater Dayton community through host organizations. Fellows will be co-mentored by both HSI Faculty/Staff and their host department/ site.

Fellowship Award:

- \$7500 if campus housing is needed
- \$6000 if no housing is needed

Duration: May 13th - August 2nd, 2024

Requirements:

- Attend program orientation in April: Date TBD
- Attend Midwest Sustainability Summit: May 2nd
- Attend weekly meetings as a cohort on Fridays from 9 am - 12 pm
- Present final work at Fellows Showcase lunch in August: Date TBD

Eligibility: University of Dayton undergraduate students from any academic discipline are eligible to apply.

Application Process: Submit your cover letter and resume to Student Engagement Coordinator, Sarah Richard at srichard1@udayton.edu. The subject line should read: HSI Undergraduate Sustainability Fellowship: [Name of Position Here]

Application DEADLINE EXTENDED: Sunday, Feb 11th, 11:59 pm

Interviews will be held the week of February 19, 2024

Second Round Partner/Stakeholder interviews will be held the week of February 26, 2024

Final Decisions will be notified by: TBD

Upon review of applications, initial interviews will be held by HSI student Engagement Coordinator, Sarah Richard. Second Round interviews will be held with the campus department or host site.

Note: Students may apply for more than one position by submitting separate cover letters applicable to each position. Please send these in separate emails.

City of Dayton: Dayton Sprouts Environmental Educator

Job Area: Summer Camps

Supervised by: Recreation Facility Specialist and Sustainability Specialist

JOB SUMMARY:

In 2021, the City of Dayton secured funding to start a sustainability summer camp program called *Dayton Sprouts*. The purpose of this program is to incorporate sustainability curriculum into the City of Dayton Recreation and Youth Services summer camp program. The Environmental Education Intern will teach sustainability lessons to children ages 6-12 who are attending the summer camp programs. The Dayton Sprouts programming includes topics such as water, waste, and energy. In addition, the intern will also teach the children how to garden.

WORK ENVIRONMENT:

While this intern will be working closely with other recreation camp counselors, the Environmental Education Intern will be solely responsible for giving the sustainability curriculum. The intern will work with all children, ages 6-12, from diverse backgrounds. In addition, the intern should be prepared to work both inside and outside. The intern will also be responsible for the gardens at the recreation centers. Lastly, the intern will be assisting with supporting the Recreation Center during the day camp program.

GENERAL WORK SCHEDULE:

Environmental Educator will begin May 13th, 2024, and run the Dayton Sprouts program until August 2nd, 2024. There will be preparation and training in May. Camps are held Monday-Friday from 8:30 am - 4:30 pm.

QUALIFICATIONS AND REQUIREMENTS:

- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
- Be able to professionally organize, implement and assist in sustainability programs.
- Have a strong work ethic, be highly motivated, maintain a positive attitude, be self-motivated, willing to take on new challenges and experiences, and be adaptable to the many changes.
- Be able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds.
- Be certified in CPR/First Aid, or complete the City's certification process prior to appointment.
- Pass a background check.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Teach 3, one-hour lessons a day around sustainability topics to children ages 6-12. Class sizes can be up to 20 children. Some children younger than 6 may be included.
- Be an independent leader who can cater lessons to the needs/background of the children who are participating in the programming. The sustainability lessons are pre-written, but the intern may change lessons depending on the group.
- Challenge children to get outside of their comfort zone in a safe and exciting way.
- Tend to the children's garden and educate children about gardening and food.
- Observe necessary precautions to ensure the safety of the activity and program participants.
- Communicate ideas, issues, and concerns effectively and timely to parents and supervisor.

City of Dayton: Sustainability Project Coordinator

Job Area: City of Dayton Office of Sustainability

Supervised by: Sustainability Specialist

WORK ENVIRONMENT:

While this position will be working closely with the Sustainability Specialist, the student should be able to work independently and creatively problem-solve. The students will be working at the City of Dayton Sustainability Office located in City Hall. Students are to report to City Hall Monday-Thursday for normal job responsibilities as well as group seminar sessions at the University of Dayton's Fitz Hall on Fridays from 9 am - 12 pm.

GENERAL WORK SCHEDULE:

May 13th - August 2nd

The City of Dayton Office hours run from 8:30 am - 4:30 pm.

QUALIFICATIONS AND REQUIREMENTS:

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
 - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.
- Pass a background check.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Collaborate with the Sustainability Manager to implement projects outlined in the Sustainability Plan, particularly focusing on energy and transportation.
 - Research and assess suitable electric vehicle (EV) options for the city's fleet, considering factors like cost, efficiency, and environmental impact.
 - Support Energy Manager in conducting energy audits for city facilities, identifying areas for energy efficiency improvements and cost-saving measures.
- Manage project timelines, tasks, and resources to ensure the successful execution of sustainability initiatives.
- Conduct community outreach programs to engage citizens, raise awareness, and gather feedback on the revisions to the Sustainability Plan.
- Create clear and effective documents, presentations, and deliverables as directed by the Sustainability Manager to communicate project progress and outcomes.

City of Kettering: Sustainability Project Coordinator

Job Area: City of Kettering Sustainability

Supervised by: Volunteer Administrator and Head of the Sustainability Committee

WORK ENVIRONMENT:

While this position will be working closely with the Volunteer Administrator, the student should be able to work independently and creatively problem-solve. The student will be working at the Kettering Government Center located at 3600 Shroyer Road. Students are to report to the Kettering Government Center Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays at the University of Dayton's Fitz Hall from 9 am - 12 pm.

GENERAL WORK SCHEDULE:

May 13th - August 2nd

The City of Kettering Office hours run from 8:30 am - 4:30 pm.

QUALIFICATIONS AND REQUIREMENTS:

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a general interest and understanding of sustainability goals and planning.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
 - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Driven by the new City of Kettering Strategic Plan, support the creation of a draft Sustainability Goals Strategy. This will include but is not limited to:
 - Best Practices Identification: Research and compile updated best practices and industry standards in sustainability for each department, recommending improvements and enhancements.
 - Baseline Data Collection: Conduct research and gather a plan for what data is needed to establish baseline metrics for energy consumption, waste generation, transportation, and other relevant sustainability indicators across departments.
 - Collaboration and Communication: Work closely with department representatives to ensure their involvement in the sustainability planning process, fostering collaboration and gathering input.
- Conduct community outreach programs to educate and engage citizens around the City's sustainability goals and resources.
- Create clear and effective documents, presentations, and deliverables as directed by the Volunteer Administrator to communicate project progress and outcomes.

Harrison Township: Sustainable Development Coordinator

Job Area: Harrison Township Development Department

Supervised by: Development Director

WORK ENVIRONMENT:

While this position will be working closely with the Development Director, the student should be able to work independently and creatively problem-solve. The student will be working at the Harrison Township Government Center located at 5949 N Dixie Dr. Students are to report to the Harrison Township Government Center Monday-Thursday for normal job responsibilities as well as group seminar sessions on Fridays at the University of Dayton's Fitz Hall from 9 am - 12 pm.

GENERAL WORK SCHEDULE:

May 13th - August 2nd

The Harrison Township Office hours run from 8:00 am - 4:30 pm.

QUALIFICATIONS AND REQUIREMENTS:

In order to be successful in this position individuals must be highly self-motivated, adaptable to change, and able to balance multiple tasks at once.

- Be able to professionally communicate and coordinate with multiple stakeholders.
- Have a general interest and understanding of sustainable development.
- Have a minimum cumulative Grade Point Average (GPA) of 3.0.
 - If your GPA is below this, please include a brief statement in your application detailing any circumstances, achievements, or experiences that showcase your qualifications. We value diversity in academic backgrounds and consider the whole candidate.

JOB FUNCTIONS AND RESPONSIBILITIES:

This role will be uniquely placed in a local community to work on neighborhood stabilization and livable community initiatives. The primary focus will be identifying solutions for sustainable housing development. The solutions should holistically address social, fiscal, and environmental sustainability as well as meet the community's needs for housing. There will also be an opportunity to support work around community garden design and management.

- Research and compile best practices for new housing models that align with the Township's needs and sustainability goals.
- Assist in the assessment and evaluation of potential sites for new housing developments.
 - Collaborate with the Development Department to analyze the environmental, social, and fiscal aspects of proposed housing sites.
- Assist in researching and analyzing local policies that may need amendments or changes to facilitate more sustainable housing development.
- Create clear and effective documents, presentations, and deliverables as directed by the Development Director to communicate project progress and outcomes.