



ClimateWise
700 Wood Street
PO Box 580
Fort Collins, CO 80522

ClimateWise Business Support Volunteer Job Description (unpaid)

JOB DESCRIPTION

Assist ClimateWise business partners with tasks that will help them engage their team by identifying and implementing ClimateWise improvement projects that focus on energy, water, waste and/or transportation. Help the ClimateWise business partner achieve a desired performance level (Bronze, Silver, Gold or Platinum).

LOCATION

This is a City of Fort Collins volunteer position. Initial training will be conducted and progress will be reported to a ClimateWise representative, however, volunteer activities will primarily take place onsite at the location of the volunteer's assigned partner, or at an appropriate worksite determined by the volunteer and ClimateWise partner.

PRIMARY ACTIVITIES

- Attend volunteer orientation and training regarding the program and related topics.
- Responsibilities are dependent on ClimateWise business partner needs and will vary.
- Activities may include research, oral or written presentations, project design or implementation, data tracking, analysis and reporting, or additional tasks as assigned.
- Projects will be related to solid-waste reduction, energy efficiency, water conservation and/or transportation.

VOLUNTEER TIME COMMITMENT AND EXPECTATIONS

- 12 hours working directly with an assigned ClimateWise partner on a project, plus time to work with ClimateWise staff for orientation, progress reporting and off boarding (a total of about 16 hours, likely spread out over the course of 6 weeks).
- Willingness to learn and share knowledge as well as a commitment to the mission and goals of the ClimateWise program.
- Ability to contribute toward the success of the ClimateWise partner, to be sensitive to partner needs and work with people from diverse backgrounds.

WEEKLY AVAILABILITY

To be determined by volunteer and the assigned ClimateWise partner. Typically volunteering will occur Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

BENEFITS TO VOLUNTEER

- Working for a good cause! Valuable learning experience with respected, award-winning program.
- Opportunity to attend exclusive educational events.
- School or community service credit for volunteering may be available with proper supervision and documentation.
- Opportunity to volunteer with successive ClimateWise partners or with ClimateWise program staff may be available upon completion of initial assignment.

To apply for the ClimateWise Business Support Volunteer position, submit a letter of interest and application to Pete Iengo, piengo@fcgov.com. Your letter of interest should address the requirements listed in the description above and provide information on how we can contact you.

Thank you for your interest in ClimateWise. To learn more about the program, visit fcgov.com/climatewise.