

Attachment I

Required Qualifications for Fellows

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



ATTACHMENT J

DC Schools Conservation Fellowship Program

Overview

Each fellow will be responsible for coordinating the expansion of this new initiative in up to 22 DCPS schools. Fellows will receive training, including on data collection protocols, conducting waste audits and assemblies, and how to manage on-site composting. Fellows will have opportunities to learn about D.C. government sustainability programs and connect with partners.

Responsibilities

- Identify contacts, roles and responsibilities at each assigned school and share these centrally.
- Train and conduct on site outreach to relevant school staff including school leadership, operations and custodial staff, food services staff, and administrative and teaching staff.
- Liaise with green team leaders, school garden coordinators, additional resource staff and/or partner organizations to connect operational program with curriculum.
- Follow consistent protocols for collecting and reporting site visit data.
- Assist in maintenance of on-site compost bins.
- Organize and implement waste audits as needed.
- Conduct assemblies and classroom activities as needed.
- Recruit and manage volunteer cafeteria bin monitors as needed.
- Be enthusiastic, creative, flexible, and constantly supportive of school staff. Meet them more than half way.
- Troubleshoot!
- Consistently provide status updates, feedback, and lessons learned to team.

Qualifications

- Ability to build relationships and communicate effectively with diverse partners and audiences.
- Tech-savvy and customer service-oriented problem solving skills.
- Persistence and creativity.
- Attention to detail and ability to collect consistent and accurate data.
- Ability to work well in a team, juggle multiple priorities, and work under tight deadlines.
- Willingness to share both successes and failures and ask for help when necessary.
- Enthusiasm for hands-on work involving dumpsters, bins, and everything that goes in them.
- Associate or Bachelor degree in a relevant field preferred.
- Experience working on recycling, food waste, composting, or school gardens preferred.
- Experience working with D.C. Public Schools or D.C.- based community organizations preferred.
- Food services or custodial experience a plus.
- Spanish language skills desirable.
- Valid driver's license.
- Willingness to submit to criminal background check and all other standard DCPS security procedures.
- D.C. residency strongly preferred.