



## **JOB DESCRIPTION**

Environmental Proctors, commonly called E-Proctors, play an important role in executing Exeter's campus sustainability efforts. The E-Proctor program began several years ago as a recycling task force, meeting monthly. The program has since evolved into a group of 60+ boarding and day students committed to educating the Exeter community about environmental issues. While recycling, and now composting, are still an important part of the E-Proctors job, the expectations and responsibilities of an E-Proctor have expanded to incorporate many other programs. A student board was created in 2006 to help facilitate new projects and run weekly meetings. Example projects include the Green Cup Challenge, The Exchange, the mailroom campaign, the school garden, composting.

### **GENERAL RESPONSIBILITIES:**

- Attend weekly E-Proctor meetings **during Monday meetings** format (if you are unable to attend a meeting, you **must** contact Ms. Wilhelm in advance)
- Participate in one of the following activities **at least once per month** (sign ups will take place at the beginning of each term)
  - Participate in a junk mail campaign phone bank (weekly phone banks)
  - Work one shift in the Exeter Exchange (weekly store hours)
  - Move recycling (cardboard and other) from Wetherell to recycling locations (weekly)
  - Organize/stamp books in the Lending Library (as needed)
  - Work in the school garden/go on a Farm and Garden Club fieldtrip (Fall and Spring terms only)
- Complete all "homework" assignments
- Post EAC's *Gifford Pinchot Review* and other relevant educational material in dorms

### **DORM AND ACADEMIC BUILDING RECYCLING:**

- Establish and maintain regular communication with the dorm custodian and dorm head
- Educate and motivate the dorm about recycling; maintain a regular presence and voice
- Ensure sufficient bins and signs in all locations
- Monitor recycling bins; pick out trash if necessary
- Collect batteries and ink cartridges; bring containers to THE EXCHANGE for emptying
- Periodically acknowledge and thank the custodian for her/his efforts

### **DORM COMPOSTING:**

- Educate your dorm about the dorm/faculty composting program
- Make the pail more "visible" by posting signs around the dorm, reminding students to compost food scraps
- Place your pail outside every Monday and Friday morning before 9 AM

### **ENERGY CONSERVATION AND EFFICIENCY**

Educate and motivate your peers to conserve energy (applies to dorms and private homes)



- Using compact fluorescent light-bulbs
- Turning off lights
- Using radiators correctly, not leaving windows open
- Closing storm windows during winter
- Turning off all electronics when not in use
- Unplugging chargers when not in use
- Reducing water waste

**Report problems to the Help Desk (x3445):**

- Broken windows
- Faulty radiators
- Leaky faucets/showerheads/toilets

**Tips for being an effective E-Proctor**

- Attend **E**nvironmental **A**ction **C**ommittee meetings
- Go on Harold Ryan Society trash pick-up trips
- Volunteer for assemblies and committee work to further the affect of E-Proctors
- Be a role model: passionate, informed, active, committed
- Avoid any behavior that could alienate students from environmental issues (**DON'T BE A NAG!**)
- Ensure that every student's Exeter experience includes learning to think about her/his environmental impact
- Get involved in other campus sustainability projects! Ask Ms. Wilhelm or the Board for project ideas