

Team Volunteer Descriptions

Team Name: Green Team

Description: WES is committed to reducing waste as much as possible in its activities and throughout the building. The Green Team provides clean-up so members can use real dishes instead of paper or plastic products at Sunday coffee hour and at events throughout the year. Volunteers are always needed!

This team is important to WES because: The team supports a congenial atmosphere at WES by providing real mugs on Sundays and real dishes at occasional special events such as membership meetings and the WES Auction. It also supports WES's effort to be an environmentally-friendly organization by minimizing trash/waste in a visible way.

Volunteer Opportunities:

- Team Member
- Team Coordinator

General Responsibilities of Volunteer:

- Before coffee hour: set up mugs and racks upstairs; turn on sanitizer in kitchen.
- During coffee hour: keep milk pitchers filled and coffee station tidy; collect dirty mugs; possibly wash 1-2 loads of mugs for reuse (or bring paper cups out if needed).
- After 11:30 platform: collect dirty mugs and milk pitchers and wash them in sanitizer (and by hand if needed); help tidy kitchen after finishing.
- On special occasions, Green Team works as a group to wash and sanitize plates, glasses, and other items.
- Green Team Coordinator (special role) involves recruiting volunteers; coordinating weekly volunteer and special occasion assignments; training volunteers on all aspects of responsibilities; knowing the ins-and-outs of clean-up and kitchen use, especially use of the dish sanitizer; revising instructions as needed; occasionally coordinating with other groups that would like to use WES's dishes and want clean-up help.

General Time Requirement Team Members: On Sunday, a solo volunteer invests about 60-90 minutes of time between 10:30 a.m. and 2:00 p.m. (includes attending the 11:30 platform, if desired). May take a bit longer, until 2:30, on third Sundays when Schmoozapalooza lunch takes place. Involves a few minutes of set-up at 10:30, about 20 minutes during coffee hour, then focused clean-up time of 30-45 minutes after 1:00 (or after lunch ends).

If you work with another volunteer, you can split the time (for example, one person could attend 9:30 platform and do Green Team duty during coffee hour until 11:30; a second person could attend 11:30 platform and take Green Team duty afterwards until 1:30/2:00).

For special events such as WES membership meeting, a team of several volunteers may work together for about 1 hour after the event (may be evening or other times of day).

Team coordinator: Requires an initial investment of time to learn the clean-up responsibilities; periodic effort to recruit and train volunteers; limited time (30 minutes or less) on weekly basis to ensure one or more volunteers are signed up and know what to do; occasional time (few times a year) to coordinate dishwashing for special events.

Knowledge, talents, or aptitudes helpful in this volunteer role:

Willingness to learn how to use the sanitizer machine in the kitchen (with help during first time or two) and follow written instructions. Willingness to work alone (unless you work with someone else and create a 2-person team). Physical strength to lift moderately heavy racks of dishes. Willingness to spend time and energy to keep the kitchen clean and tidy, sometimes cooperating with other kitchen users.

Green Team coordinator requires sustained attention on a weekly basis throughout the year. Enthusiasm for recruiting and training volunteers is helpful. Ability to train people, work with others, develop and adapt instructions and policies, respond to needs of other groups in a positive way are all helpful traits.

Length of Commitment or Term: One year, renewable. Team members should volunteer at least once every 1-2 months

Green Team Coordinator: One year, renewable.

Benefits of serving in this volunteer role:

Team Member: Being a member of the Green Team provides a sense of contribution to the WES community in a very concrete, hands-on way. You can work alone if you prefer that mode, or work regularly with one other person if you recruit a friend. You will become familiar with the WES kitchen and use of the sanitizer.

Team Coordinator has the opportunity to get to know a number of volunteers and staff at WES, participate in a focused way (if desired) at WES events, rethink the Green Team's recruiting and volunteer involvement strategy (if desired), and help make the WES kitchen a clean, well-organized, functional space for all users (if desired).

How to join this team:

Contact Ann Baker at email: bakera@gao.gov or tel. 240-393-6654 (cell) or 301-585-3059 (home).

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