

# City of Edina – Volunteer Service Description



Service Title: Community Climate Action Outreach Meeting in A Box  
Department: Engineering/Sustainability  
Supervisor(s): Grace Hancock, Sustainability Manager  
Service Location: Anywhere in City of Edina

**Purpose:** Are you an Edina community member passionate about climate action in the face of a warmer, wetter and more unpredictable climate? Do you want to get the word out about Edina’s new Climate Action Plan, which aims to reduce harmful greenhouse gas emissions 45% by 2030 in a way that helps those who live and work in Edina imagine and achieve a future where the earth and all who live on it thrive?

This meeting in a box material is designed to help any community member introduce Edina’s Climate Action Plan to a small community group and lead a discussion of ideas for strategies and activities they can undertake to help fight climate change.

**Population Served:** Community groups in Edina and community members interested in spreading the word and taking action on climate change. Community groups may include interest groups like garden clubs, recreation leagues, youth groups, faith communities, civic groups or neighborhood groups.

**Time Commitment:** 1-2 hours per meeting, flexible depending on volunteer’s availability and typical meeting length for community group receiving presentation.

**Minimum Length:** Ongoing.

## **Qualifications/Desired Skills:**

- Interest in tackling climate change
- Interest in Edina’s Climate Action Plan
- Connection to a community group open to learning more about climate action in Edina and ways they can be involved
- Willingness to practice public speaking and present to a group

## **Service Duties:**

- Customize meeting in a box templates for your community group
- Schedule a presentation time with your community group
- Share the meeting details with the City: who are you presenting to, when, how many expected attendees, and any resulting actions or follow-ups with the group
- Request any printed materials from the City one week prior to your meeting
- Present to your community group and gather any questions or follow-up actions
- Optional: Share any follow-up questions or actions with the City

**Outcomes/Learning Opportunities:** This meeting in a box empowers community members to bring information about climate action to their community groups in a customized way, building off of existing trusted community connections and giving everyone a chance to learn and take action in a way that works best for them. Through volunteering, community members can learn more about climate change and climate action in Edina, they can practice public speaking and organize their community to take action.

An outcome of volunteering is that more of the Edina community knows about and understands the facts of climate change in Edina, and what they can do about it. Connecting through existing networks of community groups means residents can understand their place in this work and the importance of everyone being involved to meet climate action goals.

**On-boarding:** Every volunteer is invited to email the City's Sustainability Division (ghancock@edinamn.gov) about their community climate action meeting and request any printed materials beyond the digital resources provided. Volunteers have the option to submit an after-meeting report, sharing any community feedback or questions with the City about climate action in Edina.

**Training Requirements:** None.

**Supervisory Plan:** Volunteers can check in with Grace Hancock, Sustainability Manager, for questions or needs.

**Special Instructions (optional):**

The Meeting-in-a-Box includes the following digital resources. You can request that anything be printed, up to 50 copies:

1. Meeting-in-a-Box example packet (Rotary International and Golf Course materials)
2. Invitation email text template, to be tailored to your community
3. Follow-up email text template, to be tailored to your community
4. Meeting presentation PowerPoint template with notes, to be tailored to your community
5. One-page flyer promoting climate actions and the climate action plan. There are many options to choose from based on community type, and a template to make your own
6. One-page infographics available in Spanish, Somali or English on the following topics:
  - a. What is Climate Change?
  - b. The Climate Change Road Ahead for Edina
  - c. Climate Change Solutions
  - d. Edina Community Greenhouse Gas Inventory