

Sustainable Milton

Volunteer Role Descriptions

2026–2027 Goal Action Planning

Sustainable Milton is a volunteer-driven organization working to advance environmental sustainability across our community. The roles below are tied to our [five priority goals](#) for 2026–2027. We welcome volunteers at every experience level and offer a range of commitment levels — from a few hours per month to more regular involvement.

To express interest in any role, email info@sustainablemilton.org or fill out our [volunteer form](#).

School Kitchen Composting Volunteer <i>Goal: Implement composting programs in the kitchens of Pierce and MHS by August 2027</i>	
Commitment Level	Low–Moderate Ongoing once program launches
Time Required	1–3 hours per week during school year (flexible scheduling)
Role Overview	• Support kitchen staff at Milton High School and Pierce School in adopting and maintaining composting practices. • Help build staff confidence and consistency during the early phase of the composting rollout.
Key Responsibilities	• Be present in school kitchens to guide and support staff in correct composting practices • Help sort materials and answer questions about what can and cannot be composted • Provide friendly coaching and encouragement to kitchen and custodial staff • Report observations and challenges back to the Sustainable Milton composting team
Skills & Experience	• Familiarity with composting practices (or willingness to learn) • Comfortable working in a school kitchen or food service environment • Patient, approachable, and able to work collaboratively with school staff • Reliable and able to commit to a regular schedule
Reports To / Works With	Sustainable Milton Composting Goal Lead; coordinates with school Food Service and Custodial staff, CAP solid waste subcommittee; DPW

Grant Researcher & Writer <i>Goal: Implement composting programs in the kitchens of Pierce and MHS by August 2027</i>	
Commitment Level	Moderate Project-based
Time Required	5–10 hours per month; concentrated around application deadlines
Role Overview	• Identify and pursue grant funding to support the school composting program, including staffing for composting oversight and educational materials.

	• This role is critical to the long-term growth and success of the program.
Key Responsibilities	• Research available grants from state, federal, and private sources relevant to composting, school sustainability, and waste reduction
	• Draft and submit grant applications in coordination with Sustainable Milton leadership
	• Track application deadlines and reporting requirements
	• Maintain a database of grant opportunities and outcomes
Skills & Experience	• Experience with grant writing or research (nonprofit, education, or environmental sector preferred)
	• Strong writing and editing skills
	• Detail-oriented and able to manage deadlines independently
	• Knowledge of environmental sustainability issues is a plus
Reports To / Works With	Works with multiple goal leads across the organization

Graphic Designer <i>Goals: CEA 100% Green Outreach Black Earth Composting Outreach Recycling Education</i>	
Commitment Level	Low–Moderate Flexible / project-based
Time Required	2–5 hours per month; varies by campaign
Role Overview	• Create visually engaging graphics and social media content that supports Sustainable Milton's outreach campaigns across multiple goals.
	• Your work will help Milton residents understand and act on composting, clean energy, and recycling initiatives.
Key Responsibilities	• Design social media graphics, flyers, and digital assets for outreach campaigns
	• Develop content that translates complex environmental topics into clear, compelling visuals
	• Adapt messaging for different audiences and platforms (Facebook, Instagram, newsletters, town mailers)
	• Collaborate with goal leads to align visuals with campaign messaging
	• Contribute to a growing library of reusable Sustainable Milton design assets
Skills & Experience	• Proficiency in design tools (Canva, Adobe Suite, Figma, or equivalent)
	• Strong visual communication and layout skills
	• Ability to work independently and meet deadlines
	• Interest in environmental sustainability
	• Experience with social media content creation is a plus
Reports To / Works With	Works with multiple goal leads across the organization

Social Media & Outreach Volunteer

Goals: CEA 100% Green Outreach | Black Earth Composting Outreach | Recycling Education

Commitment Level	Low–Moderate Ongoing
Time Required	2–4 hours per week
Role Overview	• Help Sustainable Milton reach more Milton residents through consistent, high-quality social media presence and community outreach. • Amplify our campaigns and messaging across key channels in town.
Key Responsibilities	• Schedule and post content across Sustainable Milton's social media platforms • Engage with community members in online groups (Facebook, Nextdoor, etc.) with respectful, informative comments • Help identify and reach out to key newsletters, faith communities, and interest groups • Track engagement metrics and report on campaign performance • Support outreach at in-person community events (farmers market, summer kick-off, etc.)
Skills & Experience	• Comfortable using social media platforms (Facebook, Instagram, Nextdoor) • Strong written communication skills • Organized and consistent — able to maintain a posting schedule • Knowledge of or interest in Milton community networks is a strong plus
Reports To / Works With	Sustainable Milton Board; works across multiple goal teams

Neighborhood Ambassador – CEA 100% Green Electricity

Goal: Increase participation in the CEA 100% Green program by 1,000 households by June 2027

Commitment Level	Low Flexible
Time Required	1–3 hours per month
Role Overview	• Serve as a trusted peer voice in your neighborhood, encouraging neighbors to sign up for the CEA 100% Green program. • This is a great role for someone who has already signed up and wants to share the benefits with their community.
Key Responsibilities	• Share information about the CEA 100% Green program with neighbors, friends, and community contacts • Distribute outreach materials through neighborhood channels (email lists, social groups, in-person conversations) • Invite neighbors to information sessions or energy bill office hours • Report back on questions, concerns, and barriers residents raise
Skills & Experience	• Connected to your Milton neighborhood and trusted by your neighbors

	• Comfortable having informal conversations about energy and sustainability
	• Enthusiasm for the CEA 100% Green program (participants especially encouraged to apply)
	• No prior experience required — we will provide talking points and materials
Reports To / Works With	CEA Goal Lead, Sustainable Milton

Energy Bill Consultation - Office Hours Volunteer

Goal: Increase participation in the CEA 100% Green program by 1,000 households by June 2027

Commitment Level	Low Event-based
Time Required	2–4 hours per event; events held periodically throughout the year
Role Overview	• Staff community office hours sessions where Milton residents can bring their energy bills and get one-on-one guidance on enrolling in the CEA 100% Green program and reducing their energy costs.
Key Responsibilities	• Attend and staff energy bill office hours events
	• Help residents navigate their utility bills and understand the CEA 100% Green sign-up process
	• Answer questions about renewable energy options, costs, and program benefits
	• Track sign-ups facilitated at each event
Skills & Experience	• Familiarity with the CEA 100% Green program and basic energy bill literacy (training provided)
	• Patient, approachable, and comfortable explaining concepts clearly
	• Good listening skills and ability to tailor explanations to different audiences
Reports To / Works With	CEA Goal Lead, Sustainable Milton

Recycling Contamination Audit Volunteer

Goal: Meet the 10% threshold of contaminated curbside recycling across all residential sectors in Milton

Commitment Level	Low Quarterly
Time Required	2–4 hours per quarter
Role Overview	• Join a small volunteer task force conducting quarterly curbside recycling audits across Milton neighborhoods.
	• Your work provides the data Sustainable Milton needs to track progress and target education efforts.
Key Responsibilities	• Participate in quarterly curbside recycling audits alongside fellow volunteers and DPW staff
	• Identify and document contamination items in sampled recycling bins

	Place educational stickers on contaminated bins
	Assist with data collection and reporting to compare against bi-annual waste management audits
Skills & Experience	Comfortable working outdoors in varied weather conditions
	Detail-oriented and reliable
	Able to commit to a quarterly schedule (audit dates set in advance)
	Knowledge of recycling guidelines is helpful but not required — training provided
Reports To / Works With	Recycling Goal Lead; coordinates with DPW and CAP solid waste subcommittee

Community Outreach & Events Volunteer – Recycling Education

Goal: Meet the 10% threshold of contaminated curbside recycling across all residential sectors in Milton

Commitment Level	Low Event-based
Time Required	2–4 hours per event; several events per year
Role Overview	Help spread the word about proper recycling practices at Milton community events and through local media channels.
Key Responsibilities	Staff Sustainable Milton tables at community events (farmers market, summer kick-off, etc.)
	Distribute recycling education materials and engage residents in conversation
	Help draft and share content for newsletters, blogs, and social media about recycling best practices
	Support outreach to schools and businesses served by town recycling
Skills & Experience	Friendly, outgoing, and comfortable talking to strangers
	Interest in environmental education
	Writing skills helpful for newsletter/blog contributions
	Flexible availability for daytime or weekend events
Reports To / Works With	Recycling Goal Lead, Sustainable Milton

Volunteer Manager

Goal: Recruit active volunteers across multiple commitment levels by December 2026

Commitment Level	Moderate Ongoing
Time Required	3–5 hours per month
Role Overview	Help Sustainable Milton build and support a thriving volunteer community.
	The Volunteer Manager is a people-focused role: you will own the process of recruiting, onboarding, and supporting volunteers for a specific goal area.

Key Responsibilities	Recruit volunteers for assigned goal area using defined role descriptions and outreach materials
	Match prospective volunteers to roles based on their interests and availability
	Conduct (or coordinate) volunteer onboarding — communicating expectations, contacts, and goals
	Check in regularly with active volunteers; help them overcome obstacles
	Maintain the volunteer tracking spreadsheet for your goal area
	Recognize and celebrate volunteer contributions
	Report on volunteer capacity and gaps to the Sustainable Milton Board
Skills & Experience	People-oriented with strong interpersonal and communication skills
	Organized and comfortable managing a simple pipeline or spreadsheet
	Experience in volunteer coordination, HR, team management, or community organizing is a plus
	Passion for Sustainable Milton's mission and ability to convey it enthusiastically to prospective volunteers
Reports To / Works With	Sustainable Milton Board