

Ozone Alert! Coordinator Job Description

Company/Site Coordinators serve an important communications role in raising awareness about the Tulsa Ozone Alert! Program. Thank you for your willingness to serve as a coordinator for your company or organization.

Coordinator Responsibilities:

- Promote the Ozone Alert! Program throughout your organization.
- Subscribe to the Ozone Alert! Day notification system (email and/or fax). When an Ozone Alert! is issued, your role is to notify the employees within your organization.
- Educate your organization's employees about ground-level ozone, the importance and meaning of an Ozone Alert! Day and what to do on Alert! Days to help clear the air. (Learn more about ozone in this packet and at www.OzoneAlert.com.)
- Promote carpooling and other combined trip planning within your company on Ozone Alert! Days and year-round to help clear the air. Visit www.Green-Traveler.org for more ideas.
- Build support for your organization's Ozone Alert! program at all levels and in all departments of the company.
- Be creative and be ready to motivate co-workers to take ozone-reducing action when an Ozone Alert! is issued. Have programs ready such as established carpools, Ozone Alert! 'Pot-Luck-Lunch' day, etc.
- Establish a way to award and applaud co-workers who participate in taking action on Alert! Days, keeping records as necessary.

There are many more resources Company Coordinators at www.OzoneAlert.com. We also encourage all coordinators to contact others doing the same job to share ideas and proven methods.

Learn more about the
Ozone Alert! Program at www.OzoneAlert.com.

