

ECO AmeriCorps

2024-2025

Waste Diversion Program Assistant

Addison County Solid Waste Management District, 1223 Route 7 South, Middlebury, VT 05753

The Mission of the District is to: (1) promote waste reduction; (2) maximize diversion of wastes through reuse, recycling & composting; (3) provide for the disposal of remaining wastes; and (4) seek environmentally sound & cost-effective solutions in all of its programs, services and facilities.

Donald Maglienti, Program Manager

The service site hosts a small staff, where employees and management communicate daily and meet frequently to review plans, train, and brainstorm over how to accomplish outreach and education goals. The current Program Manager supervises several District staff, and has more than 20 years of experience providing leadership on initiatives in waste management. The Program Manager will provide direct supervision for the ECO member, and will meet with them and Public Outreach Coordinator on a weekly or daily basis to review goals and establish objectives. This team approach has proven very successful for the past several ECO members that have been hosted by the District.

The Role:

The proposed service project will be serving with the Program Manager (as direct supervisor) and Public Outreach Coordinator to implement the mandates of the District's Solid Waste Implementation Plan (SWIP) by the deadlines established therein. Based on interest and experience, responsibilities may include developing and implementing strategies for improving awareness and participation in waste reduction and diversion programs for residents, schools and businesses in the District, including recycling, organics, and special wastes. Specifically, the member service will also include: assisting with the generation of the District's biennial Waste Diversion report; producing and distributing publications about the District's mission and programs; assisting with maintaining social media platforms (Instagram, Facebook, Front Porch Forum, and webpage); creating and implementing online and/or in-person workshops on a variety of waste reduction topics; tabling at special events; preparing for and implementing special waste reduction efforts such as the District's "repair Fair" event; organizing and supervising Waste Warrior volunteers at special events; evaluating and planning for a possible new reusable goods program for the District; producing and giving lessons to schools; producing ads and event displays; and assisting the 18 town drop-offs and commercial haulers to comply with the Universal Recycling Law.

The District's SWIP includes numerous mandatory performance metrics around waste reduction, reuse, and recycling that are tracked on a yearly basis and reported to the Vermont Agency of Natural Resources. Among these requirements are specific goals for outreach to area residents, businesses, and institutions. The District has relied on our ECO Americorps member to supplement the efforts of our Program Manager and Outreach Coordinator in accomplishing all of the SWIP requirements each calendar year, specifically regarding education and outreach.

In 2025, the District will be calculating its biennial waste diversion percentage, which is the estimate of all MSW that is diverted from landfill disposal in its 21 member towns. This is an intensive effort requiring significant research into waste and recycling activities by dozens of area waste haulers, as well as hundreds of local businesses and institutions. Several staff, including the Program Manager, the Public Outreach Coordinator, and the ECO Americorps Member, will be occupied by this effort for the early part of 2025. District staff will also be finalizing its updated Solid Waste Implementation Plan in 2025, which will include new directives on outreach and education in response to response to the newly revised Vermont Materials Management Plan. The Public Outreach Coordinator will require assistance from the ECO Americorps Member to meet these requirements within the prescribed deadlines.

Essential Functions:

- Communication, both written and oral, to engage the public: phone, digital, and in-person communication with area businesses, schools, and individuals; public events/tabling; educational outreach to the public, including schools, in a friendly and informative manner; fielding phone calls; public speaking & presentations, with ability to present scientific information to the public;
- Media creation: website management & updates (training provided); social media updates, with frequent posts to website, Facebook, Instagram, Front Porch Forum and other social media platforms; articles in biannual newsletters to residents;
- Some familiarity with Windows-based software including Excel, and data management software;
- Collaboration with other staff and the Board of Supervisors on projects that are consistent with the District Mission.

Secondary Functions:

- Video production and radio spots
- Adobe InDesign for brochures and ads (can be learned in the position)
- Microsoft PowerPoint or Canva for public presentations
- Basic data analysis to pull out key trends in solid waste management.

Desired Qualifications:

Ability to function as part of a team; good interpersonal skills; confidence in communicating with others; willingness to learn new skills; ability to maintain confidential and proprietary data; good judgment and honesty; solid reading, writing and math skills; good time management and organization skills; ability and willingness to take initiative and spearhead projects; and maintain accuracy. Interest and/or studies in solid waste management, waste reduction, recycling, organics management, environmental sustainability, and product stewardship.

What initiatives has your organization undertaken to support diversity, equity, inclusion, and justice (DEIJ)?

The District routinely partners with Title 1 schools and low-income students in its outreach efforts to provide free resources and education. Waste diversion supplies were provided at no cost to the Monkton Central School in 2023 to help them improve their waste diversion system. The District hosts accessible events for all income levels, abilities, and age groups. The District has developed relationships to provide free workshops with the Vergennes Boys & Girls Club, Elderly Services, the Residence at Otter Creek, Girl Scout troops, and other community clubs. When participants register for events, the District inquires about possible accessibility needs. Design for accessibility is incorporated into all online communications on the website and social media, including closed captions on videos, and utilizing ALT text. The Outreach Coordinator assesses the effectiveness of current accessibility strategies, while researching new ways to improve equitable outreach. The Outreach Coordinator sits on the Northeast Recycling Council's DEI committee, to discuss how DEI principles apply to solid waste in all areas including program development, outreach, and education.

Climate Resiliency:

Climate resiliency is a part of the mission and function of the District. Solid waste management is directly connected to carbon emissions through the processes required to create and distribute products, human use and discarding of products, and the management of the wastes. The District's mission is to reduce waste and maximize the diversion of waste through reuse, recycling, and composting, which are all activities that reduce carbon emissions. Increasing blue bin recycling saves conserves natural resources while reducing the need for mining and tree harvesting. Keeping organic waste such as paper and food scraps out of the landfill reduces generation of methane, which is a much more potent greenhouse gas than CO₂. Certain special waste collections managed by the District, such as the VT E-cycles Program, reduces the need for extraction of rare earth metals, a process responsible for significant carbon emissions. The District's Solid Waste Implementation Plan is focused on waste diversion, sustainable materials management, and environmental health. Partially in response to the local effects of extreme weather related to climate change, the District also maintains programs for reducing illegal disposal and hazardous waste contamination in the landfill, and serves as a collection site for disaster debris.

Networking Opportunities:

There are exceptional networking opportunities for the District ECO member. The member is encouraged to attend relevant meetings across the state in order to network with other solid waste districts and alliances. Examples of this are the Recycling Coordinators Meeting and the HazWaste Coordinators Meeting, held virtually. The District will send the AmeriCorps member to events such as the annual VT Organics Recycling Summit (VORS) and at least one additional local recycling conference each year, which offers ample opportunities for professional networking. District staff and the ECO member also routinely communicate with local non-profits and institutions such the Compost Association of VT, the VT Foodbank, Middlebury College, and area schools. They also network with a wide variety of local businesses and private solid waste facilities.

Misc.

The District will provide all clothing and equipment that the member will need for the position and any task-specific, personal protective equipment required for safety at the workplace. No specific gear or equipment is typically required for this position. A reliable vehicle is expected.

There are numerous activities within Addison County that would help a new resident develop community connections. Outdoor activities include hiking, biking, skiing, boating, camping, and fishing. Locally, the Middlebury Area Land Trust offers a host of outdoor educational activities, in addition to maintaining the Trail Around Middlebury. The Green Mountain Club's Bread Loaf Section also organizes group hikes and other outings within Addison County. The County borders the southern portion of Lake Champlain, and includes a number of other lakes and ponds that are great for kayaking and canoeing. Staff at the District are very familiar with regional events and often provide insight to ECO members on good places to visit for recreation or good food. There's an active arts community in the area as well, supported by the Town Hall Theatre and the local Middlebury College Community.

The service position will be largely office-based, with occasional outdoor service and offsite project-dependent activity (in schools or other locations).

Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way

To Apply: [My AmeriCorps - Home Page](#)

Position begins September 17th, 2024 and ends August 15th, 2025

The State of Vermont is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.



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