



RUTLAND COUNTY SOLID WASTE DISTRICT

REDUCE ♦ REUSE ♦ RECYCLE ♦ COMPOST

ECO AmeriCorps Service Year 2021–2022

Environmental Careers and Opportunities (ECO) AmeriCorps is an AmeriCorps program within the Vermont Department of Environmental Conservation (VTDEC). The emphasis of the program is on building capacity in nonprofit organizations and municipalities throughout rural Vermont communities. Program focus areas include the following:

- engagement, outreach, and education
- improvement of water quality
- protection and restoration of public lands

ECO AmeriCorps is funded in part by an AmeriCorps state grant provided through SerVermont from the Corporation for National & Community Service.

All ECO AmeriCorps members have some college education (preference given to college graduates with a science background) and will receive technical training and mentorship from VTDEC throughout their term of service. VTDEC handles the administrative components of the program, including providing living stipends, health insurance, and monthly trainings to members.

Full-Time Member Benefits *Living Stipend: \$17,300 Education Award: \$6,345*

Other Benefits: Training, networking opportunities, health care, childcare assistance, program support, mileage reimbursement for ECO AmeriCorps-related travel.

VTDEC administers the member's living stipend, health care benefits, childcare benefits, time sheets, activity reports, and other AmeriCorps and employee-related benefits and documentation.

| Applicant Information | | |
|--|--|-------------------|
| Name of Organization or Municipality: Rutland County Solid Waste District (RCSWD) | | |
| Primary Supervisor Name: Daniel Hofman | Primary Supervisor Title: Program Manager | |
| Mailing Address: 2 Greens Hills Lane | | |
| City: Rutland | State: Vermont | Zip: 05701 |
| Phone: (802) 775-7209 | Fax: (802) 773-5796 | |
| Email: programs@rcswd.com | Website: www.rcswd.com | |
| Sponsoring Organization's Mission: | | |
| <p>The Rutland County Solid Waste District (RCSWD) is a union municipal district that exists to cooperatively and comprehensively address the solid waste management interests of its 17 member towns. The purpose of the District is to promote waste reduction, maximize diversion of wastes through reuse, recycling and composting, and to provide for the disposal of remaining wastes.</p> | | |

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| Please provide a brief description of your role at your site: |
| <p>To design and implement education, waste reduction, reuse, recycling, composting, pollution prevention and special waste diversion programs to help individuals and businesses in member municipalities effectively reduce and manage waste. To track exempt and regulated waste streams and promote District facility and program compliance with state and federal laws. To help in the development of policies and procedures that promotes safe and sustainable facility operations.</p> |

What is the title of the position you are requesting? **Waste Diversion Material Planner**

Describe your proposed service position:

The Waste Diversion Material Planner is passionate in the world of materials diversion from the landfill. This position specializes specifically in the planning, management, and analysis of yard debris, ABC materials, composting, and food waste. The candidate must identify forward thinking and innovative methods to maintaining compliance with storage and sorting regulations while diverting outgoing material from the landfill in a cost-effective manner. This position will spend a large amount of time in outreach, education and relaying technical competencies throughout the district.

Essential Functions. Functions that the applicant must be able to perform. These may be listed in bullet form:

1) Outreach:

- a. Assist in researching, developing, and implementing programs designed to help communities achieve waste management and waste diversion best practices and goals.
- b. Prepare educational and informational materials such as planning reports, grant reports, guides, fact sheets, and website/social media content.
- c. Educate business and residential customers about best management practices (BMP) for disposing of yard debris, ABC, and food waste.
- d. Engage customers disposing yard debris, ABC, and food waste at the Rutland Transfer Station.
- e. Conduct educational workshops for the public regarding BMPs and Local, State, and Federal Regulations regarding yard debris and ABC disposal.
- f. Network with various contractors to identify methods for RCSWD's removal of yard debris and ABC.
- g. Collaborate with a range of stakeholders to provide assistance, recommendations, and evaluation of recycling and waste management programs.

2) Research:

- a. Identifying innovative and cost-efficient methods for organizing outgoing yard debris and ABC.
- b. Based on national BMPs, develop procedures for efficient and organized storage of yard debris and ABC.
- c. Develop and maintain an efficient composting operation based on State standards, BMPs, new technology and scientific data.

3) Analysis:

- a. Analyze local and Statewide trends regarding yard debris and ABC disposal.
- b. Create metrics and systems to analyze RCSWD's composting operation to ensure high quality output material.
- c. Assist in program evaluation. Compile statistics on recycling participation and diversion, including contact with haulers and towns, and contact with businesses.

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows. These may be listed in bullet form:

1) Monitoring:

- a. Monitor customer disposal of yard debris and ABC.
- b. Ensure customers who dispose of yard debris and ABC have the material properly separated.
- c. Assist in conducting visual and random inspections of solid waste.

2) Testing:

- a. Sample and test compost material.

3) Attending Meetings:

- a. Participate in organizational meetings, events, and performing various duties as assigned that support the organization.
- b. Work with Program Manager where responsibility and program successes are shared.

- c. Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- d. Attends conferences, trainings, etc. regarding recycling industry

4) Miscellaneous Outreach

- a. Services for Member Towns. Provide targeted, community-specific public education materials. Help improve town programs and coordinate local workshops. Offer periodic training for volunteers.
- b. Provide technical assistance to priority organization regarding full materials management plans.
- c. Assist in policy development regarding regulated materials and implementation of new programs.
- d. Works with vendors associated with the various programs.
- e. Promote the organizations mission as it relates to industry standards to promote inclusion from residents, businesses, and educational facilities of member towns.
- f. Promote the organizations mission by partnering with organization groups to enlarge participation and success stories.

Please list any clothing/equipment the member will need that you cannot provide (e.g., hiking boots, waders, rain gear, etc.). As the host site, you are responsible for providing all tools and technical equipment needed for the position (e.g., computer, phone, GPS, etc.).

It is advised that the candidate possess appropriate winter wear for being outside in the elements. A reliable vehicle is also expected.

Desired qualifications:

The Waste Diversion Material Planner should have been enrolled in an accredited bachelor's degree program, from an accredited college or university. The candidate must be passionate about the environment; have a clean driving record and a valid driver's license. Must be a highly organized. Requires proficiency in MS-Excel, MS-Word, MS-Outlook, Google Doc's, social media, marketing, and other computer applications. Possess the ability to receive large amounts of data, analyze it, and create meaningful reports accurately. The position requires the ability to communicate effectively with the public, serve independently without direct supervision, and complete and maintain electronic and hard-copy reports and records in an organized manner.

Focus Areas

Provide approximate impact numbers (e.g., miles of rivers treated) in each focus area. Refer to the 2021–2022 Performance Goals document for an explanation on each focus area.

| Focus Area | Projected Impact Numbers | |
|---|---|-----|
| Water Quality Improvement | Miles of river/stream/trail treated and/or improved | 50 |
| Protection and Restoration of Public Land | Acres of parks or public land treated and/or improved | 100 |
| Engagement, Outreach, and Education | Number of individuals receiving environmental stewardship education or training | TBD |

Provide additional information (data, statistics, reports, etc.) that demonstrates the compelling need for the proposed position(s).

With the recent legislation of not allowing food waste into the landfill, composting has an elevated priority in Vermont. RCSWD recognizes that the ECO AmeriCorps member assigned to us will receive a well-rounded learning experience. The accounting of all materials within the district allows for a large data set to work with. RCSWD is the third largest district in the State which is looking to support a larger capacity of composting in its district. We are looking to overcome misconceptions in the community that "composting is not worth the aggravation". This candidate will be learning, collecting data, outreaching, and educating community members to participate in our mission by building capacity for composting. Technical expertise will be gained to promote success.

Describe how the supervisor has adequate time and leadership experience to manage an ECO member?
Please explain how:

My management background in local government engagement and education that includes a Masters' Public Administration has provided me with invaluable leadership experience, knowledge and connections to share with members. I take my role as mentor/supervisor seriously yet try never to lose sight of the fact that the members serving here should be enjoying where they are in time and place.

Describe networking opportunities that will be available to the member during service?

Networking opportunities include reaching out to 47,279 residents, 17 (soon to be 18) towns, plus schools, business and haulers in the district. Networking means outreaching, educating and instilling technical competencies via social media, email services, phone calls, virtual and outdoors classrooms. Creating training videos, public service messages for a wider audience.

Does your organization currently host or plan to host a member from a different AmeriCorps program? If yes, explain the duties of the other AmeriCorps position(s).

No.

In what ways does your organization support diversity, equity, inclusion, and environmental justice?

It has been identified that diverse teams create stronger teams. Our organization encourages strong teams. By definition our mission espouses environment justicesin that we maximize diversion of wastes through reuse, recycling and composting, and to provide forthe disposal of remaining wastes in a cost-effective manner. To be successful we need to be inclusive.

The 2021–2022 service year will begin mid-September 2021 and end in August 2022. Looking forward to meeting you!

