



September 2019- August 2020 Service Year POSITION DESCRIPTION

Position Title

Waste Diversion Program Assistant

Sponsoring Organization

Addison County Solid Waste Management District

Sponsoring Organization's Mission

To promote waste reduction and pollution prevention, maximize diversion of wastes through reuse, recycling and composting, provide for the disposal of remaining wastes and to seek environmentally sound and cost-effective solutions in all its programs, services and facilities.

Goals for the ECO AmeriCorps Position

Assist the District Manager, Program Manager & Public Outreach Coordinator to: (1) Promote the understanding & value of specific waste reduction/ diversion programs, including recycling, organics management, HHW/CEG waste diversion and source reduction; (2) provide professional service in outreach, research, development, implementation, promotion, evaluation & maintenance of waste reduction & diversion programs consistent with the State and the District's MMP; (3) design/distribute informational brochures and newsletters, update the District website and Facebook, teach community compost classes, and attend special events; and (4) create program evaluation materials using software tools to measure and interpret data.

Essential Functions. Functions that the applicant must be able to perform

- Data gathering and data entry into spreadsheets and other database software for evaluation and reports;
- Use Windows-based software including Excel;
- Communication with public: Cold calls & visits to area businesses; public events/ booths; updates to social media; educational outreach to the public, including schools, in a friendly and informative manner, with professional courtesy & tact;
- Collaborating with other staff and the Board of Supervisors on projects that are consistent with the District Mission.

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

- Website "open source TYPO3 CMS platform" (training provided); Facebook updates, Front Porch Forum listings
- Video production and radio spots
- Adobe InDesign for brochures and ads
- Microsoft PowerPoint for public presentations

Projects May Include

Developing and implementing strategies for improving awareness among residents, schools and businesses in the District; assisting with public outreach to businesses, institutions, schools and member towns; producing and distributing publications about the District's mission and programs; producing a video or publication about services offered at the District Transfer Station; assisting with the design of a new website and maintaining the Facebook page; presenting to District residents; teaching community compost classes; producing and giving lessons to schools; producing ads and event displays; and assisting the 17 town drop-offs comply with the Universal Recycling Law.

Desired Qualifications

Ability to serve as part of a team; confidence in communicating with others; willingness to learn new skills; ability to maintain confidential and proprietary data; good judgment, honesty and initiative; solid reading, writing and math skills; accuracy in one's work. Interest and/or studies in solid waste management, sustainability, circular economy, and energy recovery.

Networking Opportunities

Yes. The AmeriCorps member is encouraged to attend relevant meetings across the state in order to network with other solid waste districts and alliances. An example of this is the Recycling Coordinators Meeting and the HazWaste Coordinators Meeting, which are often held on the same date. The District will send the AmeriCorps member to events such as the annual VT Organics Recycling (VORS) conference and the annual Northeast Resource & Recovery Association (NRRRA) conference in N.H. The NRRRA conference also includes a networking event for school outreach coordinators. The AmeriCorps member is welcome to visit solid waste facilities such as VT Natural Ag Products, the composting operation that processes our food scraps, and other facilities within and outside of the District. Other contacts include the VT Foodbank, Middlebury College, local schools, local businesses, and local institutions such as nursing homes and Porter Hospital.

Service Conditions

Service is to be performed primarily indoors, with frequent visits to businesses and schools, usually within 8AM - 4PM, M-F. Occasional attendance at special events or meetings after hours. Some field service within the 20 District towns. Introduction to the issues and techniques of hands-on management of solid waste, special waste, and universal waste at the District Transfer Station located next to the District office, and at other solid waste facilities. Daily interaction with the public via phone calls, e-mails, visits, tour groups, presentations or field service.

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.