



September 2020- August 2021 Service Year POSITION DESCRIPTION

Position Title

Waste Diversion Program Assistant

Sponsoring Organization

Addison County Solid Waste Management District, Middlebury, VT

Sponsoring Organization's Mission

To promote waste reduction & pollution prevention; maximize diversion of wastes through reuse, recycling & composting; provide for the disposal of remaining wastes; and seek environmentally sound & cost-effective solutions in all of 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, and participation in specific waste reduction/ diversion programs, including recycling, organics management, HHW/CEG waste diversion and source reduction;
- (2) provide administrative & 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 and recycling compost classes, and attend special events;
- (4) organize Repair Fair events;
- (5) coordinate waste diversion programs for events, including volunteer Waste Warriors and Zero Waste Event Kits;
- (6) complete UVM Extension Master Composter course.

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

- Communication with public: phone, digital, and in-person communication with area businesses, schools, and individuals; public events/booths; updates to social media; educational outreach to the public, including schools,

in a friendly and informative manner, with professional courtesy & tact; fielding phone calls; public speaking & presentations;

- Use Windows-based software including Excel;
- Collaborating with other staff and the Board of Supervisors on projects that are consistent with the District Mission;
- Basic data analysis to pull out key trends in solid waste management.

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

- Website management & updates (TYPO3 content management system; training provided); social media updates, Front Porch Forum listings
- Video production and radio spots
- Adobe InDesign for brochures and ads (can be learned in the position)
- Microsoft PowerPoint for public presentations

Desired Qualifications

Ability to function well 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; accuracy in your service. Interest and/or studies in solid waste management, including sustainability, circular economy, and organics and energy recovery.

Will the ECO Member have access to 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. Examples of this are the Recycling Coordinators Meeting and the HazWaste Coordinators Meeting, held quarterly. The District will send the AmeriCorps member to events such as the annual VT Organics Recycling Summit (VORS) 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.

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.