



September 2020- August 2021 Service Year POSITION DESCRIPTION

Position Title

Community Zero Waste Assistant

Sponsoring Organization

Central Vermont Solid Waste Management District
Montpelier, VT

Sponsoring Organization's Mission

CVSWMD provides leadership, education, and services for residents and businesses in reducing and managing their solid waste in order to protect public health and the environment to the greatest extent feasible.

Goals for the ECO AmeriCorps Position

The Community Zero Waste Assistant will support the CVSWMD Outreach Manager, General Manager, Planning Analyst and other staff by carrying out special outreach projects in order to establish new resources and technical assistance tools for CVSWMD municipalities, residents and businesses to increase diversion of materials through community-level initiatives.

- The special initiatives will advance community-oriented solutions through planning and operational support for CVSWMD's Municipal Services Program (MSP), including the MSP grant program, as well as a continuation of a variety of outreach technical assistance support for community-based repair cafes, efforts to further zero waste approaches in several large venue public events, collaborate with implementing community composting efforts, and support special collection events.
- The Community Zero Waste Assistant will help plan and implement the following projects:
SUPPORT CVSWMD MUNICIPAL SERVICES PROGRAM - Following up from activities undertaken by this year's ECO AmeriCorps member, the 2020-2021 ECO AmeriCorps member will support the Municipal Services Program (MSP) grant program by serving with one or more towns to implement the MSP grant as well as monitoring project progress and gathering input from towns about how well the grant program is working and meeting their needs. Another significant role for the ECO AmeriCorps member will be to collaborate in developing CVSWMD's regional infrastructure, including improved hazardous waste collections, facility development, expanded services for both central core and rural areas for hard-to-recycle materials, and improved systems

for meeting Act 148 requirements. The primary focus for the Community Zero Waste Assistant will be to gather input and communicate - either as a team member or alone -- with community stakeholders including members of the public, municipal employees, local officials, and potential partners to learn about local needs. In addition, the Community Zero Waste Assistant will help prepare information for planning and dissemination purposes. One particular activity will be for the Community Zero Waste Assistant to present information and plans in formal meetings to community groups and/or the CVSWMMD Board of Supervisors or committees.

- **EXPAND ZERO WASTE EVENTS** - There are numerous large public venues in central Vermont that currently do not utilize a zero-waste approach. The ECO AmeriCorps member will reach out and work with three owners/facilities for large public events (with the goal of helping them more toward zero waste by improving recycling of mandated recyclables and food scraps and using materials that are reusable, recyclable, or compostable. The goal of this project will be to provide training and tools so event organizers are ready to compost, recycle, and reduce waste at their events going forward. CVSWMMD's current ECO AmeriCorps member is assisting with several events this year.
- **REPAIR CAFÉ TOOLKIT** - Repair Cafés are free community events where participants can bring broken items to be fixed for free by a volunteer repair person. Our goal is for the 2020-2021 ECO AmeriCorps member to serve with at least two additional community groups with their repair cafés and to provide the “how-to” kit to any person or entity that wishes to hold such an event on their own.
- **SPECIAL OUTREACH PROJECTS** - On occasion, CVSWMMD hosts special recycling events, such as an annual E-Cycles recycling day. This also includes special events through the MSP grant program, for instance, bulky waste collections. The ECO AmeriCorps member may be asked to serve at and participate in running those events.

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

- Ability to coordinate with a wide range of groups and individuals, including CVSWMMD staff, local committees and town representatives, businesses and local experts, and members of the public.
- Ability complete assignments independently, and to research and develop plans.
- Ability to create and present presentations, and collaborate on trainings about CVSWMMD planning work, waste reduction, diversion, recycling, and reuse.
- Conduct surveys and collect data, with follow-up data analysis, to evaluate effectiveness of programs and initiatives.
- Comfortable with regular telephone and in-person outreach, including giving presentations (training will be provided for making presentations)
- Ability to write clear and concise 1- 2 page blog posts and short articles

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

- Design Experience in Adobe InDesign (preferred) or Canva;
- Strong writing skills;
- Knowledge of composting best practices; experience with websites, including Weebly/Wix;
- Use of Survey Monkey, data analysis packages (e.g., SPSS).

Projects May Include

CVSWMD is actively engaged in many activities to implement Vermont's Universal Recycling Law. The September 2020-August 2021 projects proposed for the ECO AmeriCorps member will expand community zero waste activities through planning and operational support for CVSWMD's Municipal Services Program (MSP), including MSP grants to member communities. The ECO AmeriCorps member also will collaborate on a variety of outreach initiatives, including helping to organize community-based repair cafes, efforts to further zero waste approaches in several large venue public events, and helping to organize community composting efforts. Time permitting, the ECO AmeriCorps member will serve at special recycling events.

SUPPORT CVSWMD MUNICIPAL SERVICES PROGRAM – In December 2017, CVSWMD's Board of Supervisors approved a MSP program to respond to the needs of municipal members to address solid waste issues, develop improved District services to handle/dispose of hazardous waste, and coordinate services for rural-based communities. A broad range of goals and program activities are identified in the MSP plan, however, only a few of those have been launched to date, most notably, a new grant program for member municipalities which began in FY18, whereby municipalities may receive project funding to meet their particular needs in managing solid waste. Following up from activities undertaken by this year's ECO AmeriCorps member, the 2020-2021 ECO AmeriCorps member will support the new MSP grant program by serving specific towns to implement the MSP grant as well as monitoring project progress and gathering input from towns about how well the grant program is meeting their needs.

The primary focus for the Community Zero Waste Assistant with this project will be to gather input and to communicate with community stakeholders including municipal employees, local officials, the public and potential partner organizations to learn about local needs.

In addition, the Community Zero Waste Assistant will help prepare information for planning and dissemination purposes. To gain experience about CVSWMD's programming, the ECO AmeriCorps member will serve at one CVSWMD Household Hazardous Waste collection during 2020 (end of September) and do outreach with municipalities about proper handling and disposal of hazardous materials. A further goal is for the Community Zero Waste Assistant to present information and plans in formal meetings to community groups and/or the CVSWMD Board of Supervisors or committees. (Planning Analyst Cathleen Gent will serve as project manager for this activity and will work closely with Cassandra Hemenway to ensure that proper supervision is provided.)

EXPAND ZERO WASTE EVENTS – CVSWMD has developed zero waste toolkits and developed resources to help reduce waste at community events, which aligns events with Vermont's Universal Recycling Law. There are numerous large public venues in central Vermont that currently do not utilize a zero-waste approach. The ECO AmeriCorps member will collaborate with CVSWMD's outreach team to train three organizers of public events in improving recycling and food scraps diversion, and in using reusable, recyclable, or compostable materials. The goal of this project is to train events organizers “train the trainers,” and to provide resources, training and tools so they can move forward on events waste reduction in the future.

In addition to training events organizers, the Eco AmeriCorps service member will have a key role in continuing CVSWMD's work in organizing central Vermont Repair Cafés, with a goal of supporting community organizations that may need assistance setting up and running their own Repair Cafés. The ECO AmeriCorps member may also collaborate on: planning special projects or events; outreach to businesses about waste reduction; tabling at local fairs, festivals, or events. Short-term special projects

may be assigned during the year in order to train and equip the service member with the professional skills and knowledge necessary for this project.

Desired Qualifications

Interpersonal communications skills and outgoing nature.

Strong communication skills

A strong interest in environmental issues and waste management (reduce/ reuse/ recycle)

Competency with MS Office suite, including Excel, Word, Outlook and Publisher.

Interest or experience in the design of informational content across multiple medias.

Organizational skills.

Ability to exercise sound judgment and good decision-making.

Comfort with interacting with the public.

Has a valid driver's license.

Networking Opportunities

The Community Zero Waste Assistant will participate in regional meetings in which state staff, regional SWMEs, and partners meet to implement Act 148: Recycling Coordinators; Outreach Coordinators; and Hazardous Waste Coordinators. In addition, through MSP-based projects, the member will meet local leaders, hauler representatives, members of the CVSWMD Board of Supervisors and others working to improve solid waste services in central Vermont.

Service Conditions

Service is to be performed indoors, in local municipal offices, at the ARCC (CVSWMD warehouse), at crowded outdoor events in the community (occasional evening or Saturday), and travel between rural towns.

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.