



## *September 2020- August 2021 Service Year* POSITION DESCRIPTION

### Position Title

Programs Assistant

### Sponsoring Organization

Lamoille Regional Solid Waste Management District  
Morrisville, VT

### Sponsoring Organization's Mission

The mission of the Lamoille Regional Solid Waste Management District is to reduce the quantity and toxicity of the amount of waste being generated and sent to the landfill while maintaining or improving overall environmental quality (air, water, and soil), treating customers and employees with respect, and operating within a balanced budget.

### Goals for the ECO AmeriCorps Position

- Gain experience and knowledge to fill any number of resource conservation or materials management positions in the future or gain acceptance into graduate school program
- Provide support to assist the LRSWMD in meeting the requirements of the State Materials Management Plan (MMP), the LRSWMD Solid Waste Implementation Plan (SWIP), and compliance with Vermont's Universal Recycling & Composting law (URL).
- Oversee and expand the Lamoille Waste Warriors program to provide quality volunteer experiences to administer outreach and education for proper materials management practices in local communities
- Manage all social media outlets of both the LRSWMD and Lamoille Soil
- Promote the mission of the AmeriCorps and the LRSWMD through direct interactions with the public at transfer stations, public events, schools, etc.
- Design and implement programming to educate various stakeholders in waste reduction strategies, and proper materials management practices, and organics diversion in order to evoke changes in behaviors and habits for resource conservation

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

- Efficient and effective time manager
- Desire to learn and improve
- Must be reliable and able to follow through with assignments and meet or exceed expectations
- Comfortable interacting with the diverse public in a variety of ways including but not limited to individual conversations and public presentations

- Must be articulate and possess confidence to contribute to ideas and express opinions thoughtfully and respectfully
- High functioning both autonomously and as a positive part of the District team
- Organizing, recruiting and motivating volunteers

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

- Web design and programming knowledge and experience
- Earn Master Composter certification to support backyard composting programs and residential organics collection program within the LRSWMD
- This position will have creative authority to develop and implement programs to achieve the requirements of the LRSWMD Solid Waste Implementation Plan and the State Materials Management Plan under the Universal Recycling & Composting law to achieve personal SMART goals and professional aspirations

#### Projects May Include

The ECO AmeriCorps member assigned to us will provide support and concepts to assist the LRSWMD in meeting the requirements of the LRSWMD SWIP and the Vermont Materials Management Plan (MMP) to comply with the Universal Recycling & Composting law (URL). This will be achieved through a creative and dynamic platform which will include direct interactions with a diverse sector of the public in a number of different venues including but not limited to: leading a volunteer program, interactions at transfer stations, public events, and schools, and actively utilizing social media outlets. The objective is to inspire changes in habits among the District membership to decrease the amount of materials that are sent to Vermont's one remaining landfill.

Placement with the LRSWMD will create a learning-rich environment for the AmeriCorps member. The AmeriCorps member will become an extension of the Outreach Manager helping to create outreach materials, attend meetings, organize volunteers, plan and host events, give presentations, implement programming in local schools and communities, and interact directly with customers at LRSWMD-operated transfer stations, and other activities not yet identified. All of these tasks will indirectly help to increase access of services to District members, increase LRSWMD brand-awareness among our local area, accomplish SWIP tasks, and provide a positive experience for our member. Once oriented, the ECO AmeriCorps member will be empowered to create unique learning opportunities of personal interest. Suggested projects will be implemented with guidance and supervision from the site supervisor.

#### Desired Qualifications

- Strong commitment and devotion to environmental protection through sustainable materials management and to the LRSWMD mission
- Flexibility in service responsibilities and focus
- Strong written and verbal communication skills
- Basic computer skills, specifically Office 365
- Social media savvy particularly with Instagram, Facebook, and Twitter
- Basic assessment and evaluation skills
- Basic knowledge of habit changing strategies and climate change issues

#### Networking Opportunities

I believe the member serving with the LRSWMD has an advantage in this area. We share a building with the county forester and UVM Extension. These amazing neighbors have allowed for some really

convenient and great partnerships, learning opportunities, and access to resources. The communities of Lamoille County are closely connected and allow for overlap of networking opportunities. Our Waste Warrior program spans all 12 towns of the District and the Warriors are very nurturing and will certainly inform our new members of networking opportunities in their communities and suggest how those networks can be strengthened. Our staff is very welcoming and experienced and will always invite the service member to any professional development opportunity, meeting and even personal interest events. Additionally, a member's service schedule is always planned around ECO trainings and gatherings - without question.

#### Service Conditions

Service will be performed in a variety of settings including but not limited to: transfer stations, office, public events (farmers' markets, etc.) and gatherings (local festivals, etc.), schools, public meeting spaces. Meetings may take place in local area businesses, schools, and other venues and could be in both professional and quasi-professional settings. Evening and weekend hours will be required.

#### 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.