

ECO AmeriCorps Host Site Application 2022-'23

Since 2015, ECO has enjoyed working with an inspiring list of conservation partners in providing environmental leaders a paid opportunity to serve Vermont communities. ECO AmeriCorps values all voices and identities in the conservation space. We seek to uplift and engage diversity, equity and inclusion commitments in service and in our state. Thank you for your interest in joining us!

For more information on host site application supporting documents:

<https://dec.vermont.gov/administration-innovation/eco/current-host-organizations>

Contact:

dustin.bowman@vermont.gov

802-461-5222

ECO AmeriCorps Living Stipend:

\$21,335 (full-time members)

\$11,295 (half-time members)

Host Site cost based on # of full-time employees:

Full-Time (1,700 hours over 11 months)

0-3 \$7,500

3-10 \$8,400

>10 \$9,800

Half-Time (900 hours over 6 months)

\$4,900 regardless of size

Quarter-Time (450 hours over 3 months)

\$2,450 regardless of size

Service Site Responsibilities

- Provide host site match based on organizational size
- Participate in ECO member recruitment, confirm member selection, arrange site training, member supervision and support throughout term of service, other forms and documentation as required by AmeriCorps, reviews bi-weekly member timesheets, mileage reimbursement for service-related travel.
- Supervisor must attend AmeriCorps supervisor orientation (or make special arrangements).
- Applicants must submit a Certificate of Insurance, indicating that the entity or entities have met the insurance requirements listed in Attachment C (see risk assessment document).

Full-Time Member Benefits*

Living Stipend: \$21,335 Education Award: \$6,495

Other Benefits: Professional development training, networking opportunities, health care, child care assistance, program support, mileage/meals reimbursement for ECO AmeriCorps-related travel.

*Benefits for half-time and part-time members are prorated.

VT-DEC administers the member's living stipend, health care benefits, child care benefits, timesheets, activity reports, and other AmeriCorps and employee-related benefits and documentation.

Organization Name *

Addison County Solid Waste Management District

Organization Address *

1223 Route 7 South, Middlebury, VT 05753

Supervisor Name and Title *

District Manager

Email *

teri@acswmd.org

Phone number *

(802) 388-2333

Which hosting category are you applying to? Note: ECO prefers full-time members for the vast majority of our program opportunities. Please contact Coordinator dustin.bowman@vermont.gov with questions. *

- Full-Time (September-August)
- Half-Time (flexible)
- Quarter-Time (May-August)

How many ECO Service Members are you applying to host? *Note* The program looks to disperse capacity builders geographically and by experience. Consideration will be given to those that can demonstrate unique need. *

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- 2

Host Site Contribution Method *

- Lump Sum
- Quarterly, *program preference is for one-time payment (reach out with questions)

Please provide a brief description of your role at your organization. *

As District Manager, I oversee the planning & day-to-day activities of the District and its employees. I supervise staff, delegate tasks, form staff committees, and plan priorities with staff. I also serve the needs of a Board of Supervisors of 21 towns in Addison County.

What is the title of the position you are requesting? *

Waste Diversion Program Assistant

Describe your proposed service position. Please outline the role. *

The proposed service position will be working with the Program Manager (as direct supervisor) and Public Outreach Coordinator to implement the mandates of the District's Solid Waste Implementation Plan (SWIP) by the deadlines established therein. Based on interest and experience, responsibilities may include: developing & implementing strategies for improving awareness among residents, schools and businesses in the District of the value of and participation in specific waste reduction/diversion programs, including recycling, organics, research, development, implementation, promotion, evaluation maintenance of waste reduction and diversion programs consistent with the SWIP. Also: producing and distributing publications about the District's mission and programs; assisting with maintaining social media platforms (Instagram, Facebook, Front Porch Forum, and webpage); presenting to District residents and businesses; teaching community compost classes, producing and giving lessons to schools; producing ads and event displays; and assisting the 18 town drop-offs and 25 commercial haulers to comply with the Universal Recycling Law.

What are the essential functions that the applicant must be able to perform? These may be listed in bullet form. *

- Communication, both written and oral, to engage the public: phone, digital, and in-person communication with area businesses, schools, and individuals; public events/booths; educational outreach to the public, including schools, in a friendly and informative manner; fielding phone calls; public speaking & presentations, with ability to present scientific information to the public.
- Website management & updates (training provided); social media updates, with frequent posts to website, Facebook, Instagram, Front Porch Forum and other social media platforms; articles in biannual newsletters to residents.
- Some familiarity with Windows-based software including Excel, and data management software.
- Collaboration with other staff and the Board of Supervisors on projects that are consistent with the District Mission.

What are the secondary functions? These are projects or tasks that may be accomplished as time allows or applicant's interests evolve. *

- Video production and radio spots
- Adobe InDesign for brochures and ads (can be learned in the position)
- Microsoft PowerPoint for public presentations
- Basic data analysis to pull out key trends in solid waste management.
- Virtual meetings and classes, both to host and to attend others'.

What are the desired qualification for this position? *

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

Will the member have access to "vulnerable populations"? This includes youth, elderly and individuals with disabilities. *

Yes

No

What initiatives does your organization take to support diversity, equity, inclusion, and environmental justice and how will the ECO member be included or supported in this work? *

The District does not discriminate with respect to age, gender, sexual orientation, or race in its practices. We have a diverse staff: 5 employees are women and 5 are men. The District and Business Manager are women. While the District does not have specific written policies promoting environmental justice, the pursuit of our mission promotes the cause of environmental justice by reducing greenhouse gases and air/land/water pollution that disproportionately affect communities of color. The District treats all of its 21 member towns equally, regardless of economic disparities, providing the same level of service to all with respect to its grant opportunities, education and programs.

Please provide information that provides a compelling need for the proposed position (data, statistics, resources, etc.) *

Since the Legislature adopted the VT Universal Recycling Law (URL) in 2012, the District's responsibilities have grown. As each new phase and mandate of the URL has taken effect throughout the past 9 years, additional workload has been placed on District staff. The most recent phase to take effect on 7/1/2020 was the statewide landfill ban on food scraps. The District is receiving major increases in food scrap volumes, and a higher public demand for compost classes and compost equipment sold by the District. Recyclables volumes collected by the District have also increased. Our ever popular Repair Fair returned this year, and indications are that there will be great demand for a Repair Fair in 2023.

Describe the supervisor's leadership experience. Will they have adequate time to manage and mentor an ECO AmeriCorps member? *

The Program Manager and Public Outreach Coordinator will meet at least weekly with the AmeriCorps member and work together to develop goals, presentations, workshops, business and school outreach and other outreach initiatives. The Program Manager is a direct supervisor over the AmeriCorps member and coordinates the team's efforts. The District Manager participates in overall planning and evaluations, establishing priorities, and editing and approving all releases of information to the Board of Supervisors and the public.

Describe how your organization has adapted to COVID-19. What communication strategies and tools have you implemented? i.e. teleservice, remote service, etc. *

Continuing public outreach and services during COVID-19 shutdowns was challenging. However, District staff and the AmeriCorps member were quickly mobilized to replace in-person workshops/classes with virtual classes and meetings. The District purchased the technology to hold virtual meetings in the conference room, with a wide screen that can include all persons in the room during virtual meetings. The District also provided laptops for individuals to work at home when possible, contracting with the Tech Group to provide remote access to the office computer server. The Board of Supervisors meetings are now held by Zoom.

Describe networking opportunities that will be available to your service member. *

The AmeriCorps member is encouraged to attend relevant meetings across the state in order to network with other solid waste districts and alliances, whether in-person or virtually, depending on the circumstances. Examples are: Recycling Coordinators Meeting and HazWaste Coordinators Meeting. If in-person events are not possible, the District will seek to provide virtual access to conferences such as VORS, NRRRA, etc. Meeting with local institutions are common, including local schools, the VT Foodbank, Middlebury College, local businesses, nursing homes and Porter Hospital. The District provides the PPE and seeks options for in-person visits.

Is there someone in your organization's network that might be interested in mentoring your ECO service member? *Note, 1-2 hours per month, not required

Yes

No

Maybe

Does your organization currently host or plan to host an AmeriCorps member from another program? If yes, briefly describe the duties of this other position. *

No.

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

The District will provide all PPE, uniforms, boots, needed to safely perform tasks. The District will provide a computer, phone, and work station in the office. A reliable vehicle is helpful but not required.

Are you willing to search with program staff over the summer to help your ECO member secure affordable and safe housing?

- Yes
- No
- Maybe

Performance Measures

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.

Document can be found here: <https://dec.vermont.gov/administration-innovation/eco/current-host-organizations/prospectivehostsites>

Water Quality and Trail Improvement - Please project Impact Numbers on miles of river/stream/trail treated and/or improved. *

N/A

Land Conservation and Remediation - Please project impact numbers on acres of public parks or other public, publicly managed or tribal lands improved. *

N/A

Community Engagement Outreach and Education - Please project number of individuals receiving environmental stewardship education or training. *

Outreach to 36,703 persons in 21 towns, 50+ businesses, 150 class participants.

Google Forms