



AmeriCorps

2023-24 ECO AmeriCorps

Waste Diversion Program Assistant

Environmental Careers and Opportunities (ECO) AmeriCorps is an AmeriCorps program within the Vermont Department of Environmental Conservation (VTDEC). ECO AmeriCorps is funded in part by an AmeriCorps state grant provided through SerVermont from the Corporation for National & Community Service. Service sites will provide meaningful service opportunities, regular supervision with oversight of service hours and timesheets, office space and office equipment, orientation to the worksite, additional training (as needed) and mileage reimbursement. The 2023-2024 program will begin mid-September 2023 and end in August 2024.

To be considered, service sites must:

- Demonstrate a commitment to DEIJ principles and provide a pathway for involvement at the host site and program level.
- Be a non-profit, municipality, state agency, tribal government, or educational institution.
- Provide a position description showcasing activities that are appropriate to the mission of ECO AmeriCorps.
- Provide a work environment that is ADA compliant, drug-free, and carries supplies and equipment necessary for members to perform their duties.
- Be able to provide the cash match and mileage reimbursement at the federal General Services Administration (GSA) rate for service-related travel for the member.
- Attend a supervisor orientation and be available for a minimum of two subsequent site visits and check-ins from ECO AmeriCorps staff.
- Clarify any additional responsibilities to the member according to your organization's policies.
- Notify ECO AmeriCorps staff about conflicts or other issues as they arise.

Other Requirements and Responsibilities:

- Confirm member selection, on-site training, member supervision and support throughout term of service, other forms and documentation as required by AmeriCorps, mileage reimbursement for service-related travel.
- Main supervisor must attend AmeriCorps supervisor orientation (or make special arrangements).

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

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

- 0-3 \$8,000

- 4-10 \$9,000
- >10 \$10,500

Half-Time (900 hours over 6 months)

- \$5,250 regardless of size

Quarter-Time (450 hours over 3 months)

- \$2,625 regardless of size

For more information about the host site application:

- Visit the ECO Website for supporting documents: www.ecoamericorps.org
- Or contact Program Supervisor, Dustin Bowman, dustin.bowman@vermont.gov, 802-461-5222

The Vermont Department of Environmental Conservation is sponsoring AmeriCorps positions through its AmeriCorps Program. The State of Vermont is an Equal Opportunity Employer. Positions are open to all applicants without regard to race color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion, or creed.

Name of Organization or Municipality:

Addison County Solid Waste Management District

Address of Organization or Municipality:

1223 Route 7 South, Middlebury, VT 05753

Primary Supervisor Name and Title:

Donald Maglienti

Primary Supervisor's email:

don@acswmd.org

Primary Supervisor's phone #:

802-388-2333

Please provide a brief description of your role at your site:

I am the Program Manager, responsible for planning and implementing waste reduction and recycling initiatives in 21 towns within Addison County, VT.

Which hosting category are you applying to?

Full-Time (September-August)

What is the title of the position you are requesting?

Waste Diversion Program Assistant

Describe your proposed service project.

[Note: performance measures are based on improved acres of public land, improved miles of waterways or trails, number of Vermonters provided environmental stewardship education or training, and number of members placed in green jobs after completing their AmeriCorps service. Capacity- building activities are allowed. Please describe any projected impact.]

The member will serve with Addison County Solid Waste District's 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 and 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); planning and implementing special events that promote waste diversion; 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 commercial haulers to comply with the Universal Recycling Law.

What data collection tools will the member use to record the impacts of their service activity?

The member will primarily be using Microsoft Office products (Excel, Word) to track and record their efforts to provide outreach and education on waste reduction to residents of our 21 member towns.

Please provide any additional information (data, statistics, reports, etc.) that demonstrates the compelling need for the proposed position:

Vermont's Universal Recycling Law (URL) created challenging new mandates for solid waste districts, many of which are centered around outreach and education. Since Vermont became the first state to institute a landfill ban of food scraps down to the household level, District staff have seen an increased need for education and outreach on organics diversion. Staff also continues to assist numerous local businesses with education and technical support for their food scrap diversion efforts. The 2019 Vermont Materials Management Plan outlines a number of annual performance standards that the District must meet to remain in compliance and assist in achieving the statewide diversion goals. These requirements, which have been incorporated into the District's 2020 Solid Waste Plan (SWIP), include providing outreach and educational programming to a minimum of 3 area schools, and direct outreach and technical assistance to a minimum of 50 area businesses each year. The District typically surpasses these standards each year, which requires large amounts of staff time. Within the SWIP, the District is also committed to providing waste reduction resources for numerous special events within Addison County. The member will be directly involved with many aspects of these outreach efforts, including promoting and educating the public about the special recycling programs offered through the District's Transfer Station in Middlebury. This ongoing need to educate our approximately 36,700 residents and roughly 2,400 businesses is the District's principal motive for seeking assistance from ECO AmeriCorps.

What initiatives does your organization take to support diversity, equity, inclusion, and environmental justice (DEIJ)? Please include any historical data or details for on-going strategic plans, partnerships, and projects, as relevant.

Within the District's outreach materials, staff and our ECO AmeriCorps members are encouraged to NOT showcase one image (a white, able-bodied image) of Addison County residents. This is as simple as choosing graphics with different races, people in wheelchairs, etc. Also encouraged is the creation of alternative text for social media posts, so that people using a screen reader can understand what our images depict. The District recently created a guidance document containing tips for promoting accessibility in social media, which includes a link to a comprehensive Hootsuite article about inclusive design. The District has an accessibility statement linked on its website, which lists efforts to make our website more accessible. The District's recent website upgrades contained a heavy focus on ADA accessibility in order to better serve all Addison County residents.

Outline how DEIJ principles can be incorporated into your organization's work moving forward. (Provide examples of any trainings, workshops, projects, partnerships, etc.)

The District will create a staff DEIJ committee, which would meet monthly to discuss DEIJ issues in our programs and outreach efforts. The committee could be tasked with developing a DEIJ statement for the District, as well as providing an introductory level of DEIJ training at a staff meeting once per year.

Describe specific challenges that your organization has faced while integrating DEIJ Principles.

The District's outreach programming continues to struggle with reaching certain populations within Addison County that do not use English as their primary spoken language. These populations are often working on local farms, and have limited access to transportation, media, and educational materials in general. As part of the District's efforts to continually improve its accessibility, we will be examining ways to better serve these populations in the coming years.

How will the ECO member be included or supported in on-going or future DEIJ work at the organization, if they so choose?

The District's ECO member would be welcome to participate as a member of the DEIJ committee, within which they could assist with the creation of a District DEIJ statement. The ECO member could assist with the identification of underserved populations in Addison County. The member could also help with DEIJ educational training at a District staff meeting.

Does the supervisor have adequate time and leadership experience to manage an ECO member? Please explain how:

Yes. This is a small office, where employees and management communicate daily and meet frequently to review plans, train, and brainstorm over how to improve outreach. Don Maglienti, the Program Manager, and Emily Johnston, Public Outreach Coordinator, meet at least weekly with the ECO AmeriCorps member to develop goals, presentations, workshops, business and school outreach, and other outreach initiatives. Don Maglienti is a direct supervisor over the ECO AmeriCorps member, and Don coordinates the team's efforts. Teri Kuczynski, the District Manager, participates in planning and evaluations, establishing priorities, and editing and approving all releases of information to the Board of Supervisors and the public.

Will the member have access to networking opportunities in this position? Please explain:

Yes. The ECO 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 virtually. The District will send the ECO 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., and potentially an additional regional conference as allowed by our budget. The NRRRA conference also typically includes a networking event for school outreach coordinators. Other contacts include the Compost Association of VT, the VT Foodbank, Middlebury College, local schools, local businesses, local institutions such as nursing homes and Porter Hospital, and the private solid waste facilities in Addison County.

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.

We do not currently host ECO AmeriCorps members from other programs. We have hosted a total of six ECO AmeriCorps members to date, and have found their contributions to be invaluable.

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 clothing and equipment that the member will need for the position and any task-specific, personal protective equipment required for safety at the workplace. A reliable vehicle is expected, as housing accommodations may be some distance from the District offices.

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

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

Yes

Many of our members are not from Vermont and are seeking a sense of community away from home. In what ways would you be willing to help them establish community connections? (Housing, peer networks, affinity spaces, local resources, fun places to go)

The outreach efforts conducted by the District places the member squarely within many community engagements, but District staff will also frequently recommend various local activities based on the member's interests, including hiking in the neighboring Green Mountains, biking, and water-based recreation on various lakes and ponds. We believe that a strong sense of community is essential for the ECO AmeriCorps members and all District staff to accomplish our objectives cooperatively.

Provide approximate impact numbers (e.g. miles of rivers treated) in each focus area.

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

Not applicable.

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

Not applicable.

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

Broad Educational Outreach: 16,000 households reached through a biannual newsletter and area advertising. Focused Education and Outreach: 300 residents through workshops and special events.

Sponsoring Organization's Mission:

To: (1) promote waste reduction & pollution prevention; (2) maximize diversion of wastes through reuse, recycling & composting; (3) provide for the disposal of remaining wastes; and (4) seek environmentally sound & cost-effective solutions in all of its programs, services and facilities.

Goals for the ECO AmeriCorps Position:

The ECO AmeriCorps member will support the District's mission to improve waste reduction in its 21 member towns through a variety of education and outreach efforts, including the promotion of existing diversion programs and development of new programs. The member will be encouraged to plan and implement at least one or possibly several special events, such as the District's popular "Repair Fair" or other workshop focused on waste reduction, reuse or recycling. In addition, the member will partner with the District Public Outreach Coordinator to achieve the numerous outreach goals defined in the District's Solid Waste Implementation Plan.

Essential Functions. Functions that 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/or radio advertisements
- * Creation of new brochures and advertisements using Adobe InDesign (can be learned in the position)

- * Creation of public presentations on waste diversion
- * Data analysis to examine and highlight trends in solid waste management

Desired Qualifications:

Ability to serve 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; and accuracy in one's work. Interest and/or studies in solid waste management, including sustainability, circular economy, and organics and energy recovery.

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

Service Conditions (will the position be largely outside, office based, hybrid or seasonally/project dependent, in schools, etc.) *

The position will be office-based, but will require occasional site visits to area schools and businesses as needed. The member will also be tabling at certain public events offsite, in addition to performing presentations at various locations around Addison County. Some workshops and training webinars may be held virtually and/or hybrid.

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

Yes

Time Requirements:

Full time: will need to complete a minimum of 1700 service hours, serving approximately 40 hours/week over the course of the 11-month service term, September 13, 2023 - August 9, 2024

Orientation and Training:

ECO will provide members with orientation at the beginning of the service term. Host sites are expected to provide additional on-boarding training as well. Throughout the service term, ECO will

provide in-person and virtual trainings to members on a variety of topics.

Benefits:

- Education award of \$6,895 (pre-tax) upon successful completion of service
- \$23,000 Living Allowance, paid bi-weekly
- Training
- Childcare assistance, if eligible
- Health Coverage
- Access to AmeriCorps Alumni Network
- Student loan forbearance and interest payments, if eligible

Evaluation and Reporting: Mid and final performance reviews, quarterly reports, weekly timesheets, and end of service survey