

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Community Recycling Program Associate</i>
<b>Reports to</b>	<i>Community Recycling Program Manager</i>
<b>Status</b>	<i>Part-time non-exempt</i>

### **Job purpose**

The Community Recycling Program Associate will be the primary contact at the Community Recycling Center, leading the public in recycling procedures, managing, training and preparing volunteers, providing educational and informational resources to the recycling community, and keeping contamination of the drop-off containers below 2%.

### **Primary Duties and Responsibilities**

- Open, close, and staff the center as defined in the City contract
- Provide direction and instruction to residents regarding their recycling items
- Monitor recycling material containers to remove undesirable material and maximize capacity
- Check in, train, and manage volunteers
- Prepare brief reports and daily worksheet as needed
- Follow all safety protocols and alert Community Recycling Program Manager to new safety issues
- Represent BTG and maintain positive interactions with the public and project partners
- Participate in BTG all staff events and meetings as required
- Other job-related duties as requested and subject to reasonable accommodation

### **Qualifications**

- Ability to oversee the operation of one of three community recycling centers for a minimum of 20 hours each month (the recycling centers are open Wednesday through Saturday, the work site and the associate's work days may vary)
- Excellent customer service skills; providing an outgoing, welcoming and helpful presence
- Broad environmental knowledge is helpful, but commitment to helping citizens live more environmentally sensitive lives and eagerness to learn how to do this is most important
- Must be a self-starter with the ability to work independently
- Able to assist patrons in transferring recycling containers weighing up to 40 pounds from cars to recycling collection bins
- Reliable transportation to and from recycling center sites
- Must have a phone that can receive texts and take photos
- Must be at least 18 years of age
- Must be able to speak and read English
- Basic Computer skills

### **Working conditions**

- Working outside in extremes of heat, cold, wind, and rain
- Assist patrons in transferring recycling containers weighing up to 40 pounds from cars to recycling collection bins

### **Salary & Benefits**

Starting pay: \$14.00/hour

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages minorities, women, veterans and individuals from underrepresented groups to apply.