



BUTTE ENVIRONMENTAL COUNCIL RECYCLING AND RUBBISH EDUCATION PROGRAM COORDINATOR JOB DESCRIPTION



Job Title: Recycling and Rubbish Education (RARE) Program Coordinator
Reports To: BEC General Manager
Status: Part Time
Pay Rate: \$15.50/hour
Hours: Mon – Fri with occasional evenings & weekends

Summary: Under supervision of the General Manager, the RARE Program Coordinator is responsible for implementing the Recycling and Rubbish Education Program. This program educates Butte County residents of all ages about waste reduction, reuse, recycling and composting opportunities. RARE is a County funded program implemented through the Butte Environmental Council to reduce overall landfill contributions. **A large portion of educational workshops are given to K-12 classrooms and will need to be organized virtually during times that schools are not in session due to COVID-19.**

Goals of the RARE program:

- Educate Butte County residents about the solid waste stream and the importance of the “Four R’s”: Reduce, Reuse, Recycle, and Rot (compost).
- Communicate the importance of appropriate waste disposal practices and the problems caused by inappropriate disposal including littering or discarding hazardous waste or universal waste in municipal solid waste containers.
- Encourage solution-oriented behavior changes regarding waste practices with the ultimate goal of prolonging the life of the Neal Road Recycling and Waste Facility.
- Support County staff by assisting with mandatory community outreach programs on a variety of targeted materials such as motor oil, other hazardous wastes and food waste.

Duties & Responsibilities:

- Planning and development of RARE curriculum, marketing and outreach materials.
- Recruit, train and supervise student interns who assist with program implementation.
- Develop new mobile teaching modules and materials for classroom, or virtual, presentations.
- Develop marketing and outreach materials (brochures, fliers, etc.).
- Develop RARE educational content for the BEC website.
- Serve as primary point of contact for all inquiries related to the RARE program including phone and email correspondence with teachers and the public.
- Solicit school classrooms throughout Butte County (public and private) for educational presentation and workshop opportunities.
- Implement a minimum of 45 in-classroom presentation per year. Education on a wide range of recycling and waste reduction subjects include, but are not limited to, general recycling, backyard composting, vermicomposting, household hazardous waste management and general

sustainability guidelines. Curriculum is adjusted to grade-level understanding of the subject matter and includes hands-on projects that incorporate a cross-discipline approach.

- Coordinate and staff at least six public education booths at community events in Butte County.
- Implement a minimum of five high school auto shop oil-disposal presentations per year focusing on used oil recycling.
- Coordinate classroom field trips to the Neal Road Recycling & Waste Facility.
- Solicit feedback from teachers and other group leaders to be included in annual report.
- Aid County in efforts to standardize recycling labeling with the three County waste and recycling service providers.
- Maintain communication with County staff about program activities.
- Assist with seeking additional grant funding and/or sponsorships for program expansion.
- Prepare annual reporting materials.
- Tracking budget expenses and fulfilling contract obligations at or under budget.
- Other tasks as assigned by the General Manager in regards to becoming a working part of the BEC Staff team.

Required Skills & Abilities:

- Group or public presentation skills.
- Strong written and oral communication skills.
- Ability to collaborate positively with others in a team setting.
- Proficient use of Microsoft Office Suite and Google Drive including word processing, spreadsheet, excel, and slideshow.
- Ability to work with or acquire proficiency in Adobe In-Design, Publisher and other online design software.
- Ability to work under pressure, meet deadlines, handle multiple tasks and adapt to changes in priorities.
- Basic knowledge of environmental issues.
- A commitment to BEC's mission, vision and goals.
- Reliable transportation and possession of, or the ability to obtain, a valid CA driver's license.
- Ability to pass a Live Scan and/or other background checks.

Preferred Skills & Abilities:

- BA or BS degree from accredited university in education or an environmental related field
- Website maintenance in Content Management System, specifically Drupal
- Experience working in the non-profit sector
- Familiarity with basic budgeting and reporting practices.
- Experience teaching youth in a classroom or other instructional setting, including lesson preparation, lesson presentation and classroom management.
- An understanding of waste practices in Butte County and acceptable recycling and composting strategies for a variety of material types.
- Basic supervisory experience of interns and volunteers.

Working Conditions & Physical Requirements:

Condition requirements include the ability to sit and stand for extended periods and lift 35 -50 pounds periodically, for carrying lesson and tabling materials. Program work environment is primarily in an office setting with regular shifts scheduled in a classroom setting during weekdays. Occasional weekends or evening hours are required for tabling at community festivals or markets, which occur in a variety of outdoor weather conditions.

Terms & Conditions of Employment:

This position is budgeted for an average of 18 hours per week, with increases likely upon 6 month and 1 year benchmarks. Summer hours may decrease based on budget and reduced workload. The General Manager, with input from relevant Staff and Board members, will conduct a biannual performance review. All BEC Personnel Policies apply to this position. BEC is an equal opportunity employer.

How to Apply:

Submit application materials by email to BEC General Manager at danielle.baxter@becnet.org as digital documents (either Word or PDF) by **June 15, 2020 at 5 PM.**

- 1) Resume
- 2) Cover Letter
- 3) Supplemental Questionnaire (*see below*)

Supplemental Questionnaire:

Please respond to the following questionnaire and attach upon submission of other application documents.

1. Describe your background with environmental issues, in terms of either academic degree, personal research, employment or volunteer positions.
2. Describe the strategies you would apply to deliver a dynamic, interactive and effective lesson plan that engages the audience and ensures they will retain the information.
3. Give an example of your experience with Project Management including planning, budgeting, developing materials, managing others, and evaluating outcomes.