



Recycling On the Go Site Supervisor



Position Description

The Recycling On the Go (ROG) Site Supervisor's primary focus will be to support the Program Director to achieve educational and waste diversion goals by implementing the ROG program and supervising the seasonal Recycling Ambassadors and volunteer effort at individual special events and outdoor festivals. Position is physically demanding, part-time and seasonal (March – November) 400 - 600 hours. \$13/hour.

Position Goals

Ensure the safe and successful application of the ROG model as tailored for each specific event to meet educational and waste diversion goals.

Specific duties may include but are not limited to the following:

- At ROG full service staffed events:
 - Safely manage waste diversion at events including the collection, sorting and hauling of waste materials from the event attendees to appropriate onsite dumpsters or hauling containers.
 - Oversee of equipment loading, the set-up, break down and return of equipment to storage for each event.
 - Liaise with event organizers and vendors on site
 - Determine and respond to onsite needs and issues (i.e. equipment placement, hauling containers, staffing, vehicle parking, public interactions, etc.).
 - Assign duties to staff and volunteers at events, manage break schedules to ensure event waste diversion is not compromised and personnel receive adequate breaks.
 - Provide social media engagement at events (Facebook, Twitter, and Instagram).
 - Maintain equipment and storage in clean and orderly fashion.
 - Collect and record diversion data, fill in event notes and document with photos and written memo as needed.
 - Make notes about the operations of an event
 - Submit notes in memorandum form for Program Director to use in event reports.
 - Draft event reports for submission to PD for review, as directed.
- Assist in implementation of DIY Equipment Loan level of program, as needed
 - Deliver and pick up bins or facilitate pick up and returns, as directed.
- Attend monthly Site Supervisor meetings

Application candidate attributes and skills should include:

- Required:
 - Experience in personnel and project/event management
 - Ability to maintain a positive and professional demeanor at all times
 - Ability to work successfully with diverse individuals. Ability to cultivate positive interactions with event organizers, staff, general public, vendors and volunteers under all circumstances
 - Ability to solve problems creatively under pressure
 - Strong organizational and communication skills and dependable access to digital and phone communications

- Detail-oriented, able to manage multiple tasks and to work independently
- Must be comfortable working 8-12 hours in outdoor settings over uneven terrain under all kinds of environmental conditions: rain, cold, heat, humidity, snow, sun, etc. (Most shifts are under 9 hours)
- Must be able to lift up to 50 pounds and be comfortable with standing, stooping, bending, and twisting repeatedly over long periods of time. Must be able to walk over uneven terrain, slopes, mud and wet surfaces.
- Proven record of reliability
- Tetanus vaccine required, Hepatitis A and B vaccines recommended
- Current Class E driver's license with minimal history of traffic infractions and 5 years of driving history; ability to drive cargo passenger van and pickup truck navigating in tight areas around many obstacles and pedestrians
- Ability to work some evenings and most weekends during the ROG season (March through November)
 - Ideally, must be able to work Fridays – Monday on most weekends to facilitate event setup and equipment cleaning and storage
 - Must commit to availability for Earth Day Festival (April 25-26), all weekends in May, June, September and October; plus, Food Truck Friday monthly events (May-October), Festival of Nations (8/22-23), and ideally Twilight Tuesday series (Tuesdays in May and September)
 - Other events and responsibilities as assigned
- Desired:
 - Event and festival waste management experience
 - Knowledge of environmental sustainability, especially about recycling, composting and waste diversion
 - Experience working with Google Documents and various social networking tools
 - Strong interest in and understanding of local/regional environmental campaigns and initiatives