



## AmeriCorps Project Conserve 2019 – 2020 Service Description



**AmeriCorps Position Title:** Waste Reduction Education Coordinator  
**Host Site:** Asheville GreenWorks

**Supervisor Name:** Joéle Emma  
**Supervisor Title:** Education Director  
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### **Host Site Mission Statement:**

Established in 1973, Asheville GreenWorks inspires, equips and mobilizes individuals and communities to take action to care for the places we love to live. With thousands of volunteers, we engage the community in grassroots projects such as tree plantings, environmental cleanups, anti-litter and waste reduction education, creation of green spaces, care and preservation of Asheville's rivers and trees.

### **Summary of Position:**

The Waste Reduction Education Coordinator service member will raise public awareness about the importance of conserving our natural resources through education about waste reduction, recycling, composting in the City of Asheville, particularly among residents of public housing where recycling was only recently introduced. The service member will also carry out recycling outreach education in a four county area, including Henderson, Buncombe, Madison and Transylvania Counties. The service member will also coordinate a pilot program in the local community, recruiting teenagers to work as a team, advocating for efficient recycling and reducing contamination in the recycling stream for their establishment and/or organization.

### **Qualifications – Knowledge, Skills, and Abilities:**

- Knowledge of environmental education practices and skills working with school aged children.
- Ability to work with diverse populations and neighborhoods.
- Ability to work with teen groups on an on-going basis.
- Good organization and communication skills.
- Background in sustainability and waste reduction
- Public speaking
- Willingness to protect and advocate for the environment
- Excellent interpersonal and organizational skills
- Self-motivator
- Valid driver's license
- Competent computer (PC/Mac) and social media skills
- Must be outgoing and energetic

- Desire to create a low-to-no waste society
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

**Preferred Service Hours / Weekly Schedule:**

Typical schedule is 8:30AM to 4:30PM, Monday through Friday with some evenings and weekends.

***PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require one or two overnight stays.***

**Position Responsibilities and Duties:**

**Conservation Education (100%)**

- Increase public awareness about the importance of waste reduction focusing on recycling and composting through educational activities including community workshops, educating volunteer units within organizations, and school programs.
- Give educational programs in school classrooms and on school field days about why and how to recycle, as well as guiding lunchroom composting in local elementary schools.
- Assist Buncombe County and Asheville City neighborhoods, including public housing, in effective recycling through working with residents to promote a clean recycling stream.
- Carry out recycling outreach education in neighboring counties of Henderson, Madison and Transylvania, giving presentations at libraries, schools, and other outlets on waste reduction.
- Coordinate a pilot program in the community that has the potential to be replicated throughout the county. A program will be developed under the guidance of the Director of Education that includes assessment tools to gauge the efficacy of the program in motivating a group of teenagers to advocate and educate the members of their establishment and/or organization in efficient recycling and reducing contamination in the recycling stream. This teen group will be able to maximize efforts by educating families about the same recycling rules that apply to their curbside recycling practices at home.

**ESSENTIAL FUNCTIONS**

***Essential functions are the fundamental job duties:***

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

**Equipment / Software Used:** Mac / PC, Office, Google Docs, various social media outlets

**Physical Demands:** Must be fit enough to lift 50 pounds and can be on your feet for extended hours sometimes in the cold and heat.

**Transportation Needs:** Must have reliable transportation.

**Setting/Location of Service Activities:** Asheville / Buncombe, Henderson, Transylvania, Madison

- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).