

2016-17

UT Recycling

Service Position Title: Outreach Coordinator UT Recycling

Immediate Supervisor: Jay Price, Recycling Manager

Service Position Summary:

One AmeriCorps member will serve to improve recycling, composting, and waste reduction on the UT campus in Knoxville. Under the direction of the Recycling Manager, the Outreach Coordinator AmeriCorps member will be the primary outreach for UT Recycling to recruit and train volunteers and educate the campus community about waste reduction, recycling, and composting. This will be done on campus via presentations, events, and social media; tracking recycling, composting, and waste reduction and preparing weekly, monthly and annual progress reports. The member will also oversee a team of student workers who design and implement educational programs for the campus community.

Primary Functions of Position:

- Oversee recycling outreach and education efforts on campus
- Track recyclables and prepare reports
- Recruit volunteers and manage their functions
- Educate the public at football games and other events
- Update the website with appropriate content
- Use social media to engage students etc. in waste reduction

Secondary Functions of Position:

- Review student worker applicants and make hiring decisions
- Collect recyclables from campus
- Deliver recycling bins
- Clean, label, track, and distribute recycling bins

Principal Working Relationships:

- Supervisor and others on the UT Recycling staff
- Faculty/staff/students at UT
- Volunteers individually and in large groups
- UT fans at athletic events

Desired Knowledge, Skills and Abilities:

- Social media and website content management
- Data tracking and presentation
- Organizational skills
- Working with groups of people and providing work assignments
- Motivating people to reduce their waste and participate appropriately in recycling etc.

Service Conditions:

AmeriCorps volunteer will work indoors, in a vehicle with and without a/c, in an ambient temperature warehouse, and outdoors possibly more than 50% of the time in all weather conditions - sun, rain, heat, cold etc.

Physical Demands:

Moderately strenuous working conditions including:

- Lifting cardboard, bags of recyclables, electronics etc. (\geq 40 lbs)
- Moving large recycling bins full of material
- Driving large trucks

Equipment/Tools/Software Used:

Computer:

- Documents, Spreadsheets, Presentations
- Flyer/Poster Design/Editing (Adobe Suite)
- Website content editing (Wordpress)
- Social networking media

Hand Tools

Big trucks (automatic transmission)

Forklift/pallet jack

Recycling bins of varying sizes/shapes

All of the above functions may be completed with or without accommodations.

This above description lists the minimum duty requirements.

Individuals may be required to perform additional position duties as requested by their supervisor.