

AMERICORPS SERVICE POSITION ANNOUNCEMENT

Last updated: 1/13/15

2016-17 **UT Recycling at the University of Tennessee, Knoxville**
Service Position Title: Zero Waste Coordinator
Immediate Supervisor: Recycling Manager

Service Position Summary:

UT Recycling at the University of Tennessee, Knoxville, seeks a motivated AmeriCorps member to fill the role of Zero Waste Coordinator from August 2016 through June 2017. Under the direction of the Recycling Manager, the person in this full-time service position will coordinate UT Recycling's organic waste reduction and composting efforts. This person will increase and improve the collection, production, and use of compost on campus, reduce food waste, and increase donation and growth of food in the student garden. In addition, the position will support ongoing efforts by the Facilities Services department to reduce the environmental impacts of campus operations while saving human, economic and natural resources.

Primary Functions of Position:

- Manage the compost facility including using a skid steer and other heavy equipment to cover compost, measure temperature, moisture, etc, and mix, turn, and screen the compost to meet PFRP standards (55 degrees Celsius for 15 days with 5 turns in that 15 days)
- Coordinate the collection of compostable materials including serving as a first-line supervisor of student workers collecting and dumping the material
- Work with managers of dining facilities and animal facilities where we are not composting to compost at their facility
- Work with custodians in campus buildings to collect paper towels and other easy-to-compost materials
- Train staff in dining and animal care facilities to trouble-shoot problems and increase the amount of material we are composting and recovering for donation
- Provide education to the campus population on proper composting and the importance and use of composting on campus
- Work with concessions managers and cleaners to compost and recycle appropriately at Athletic venues and donate leftover foods
- Work with catering to make more events zero waste and include composting of post-consumer materials and donation and composting of left-over materials
- Recruit and train volunteers to help with zero waste events on campus, particularly in the Athletics venues
- Track and report compost data and present data through social media, website, etc.
- Assist with the planning, implementation and promotion of special environmentally-themed events, including but not limited to: UT football game day recycling/composting, Sustainability Week, the POWER Challenge, the EPA Game Day Challenge, RecycleMania, and Earth Month.

Secondary Functions of Position:

- Serve as a representative of UT Recycling at campus and community events that may occur at night or on the weekend.
- Provide outreach and training to campus and community groups in waste reduction
- Research strategies to reduce the environmental impacts of campus operations

Principal Working Relationships:

- Recycling Manager and other Facilities Services staff, including Sustainability Office employees

- Dining, Concessions, and animal facility staff
- UT Knoxville faculty, staff and students
- Individual and groups of volunteers
- Visitors to campus
- Members of the general public

Required Knowledge, Skills and Abilities:

- Able to work independently and generate ideas for campus composting and waste reduction
- Able to tip over and dump heavy containers of food, including lifting 50+ lbs from the ground up
- Able to work outdoors in heat or cold for long periods of time
- Able to drive large vehicles such as large pickup trucks (F-450) and dump trucks
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Commitment to honesty, excellence and professionalism
- Comfortable making presentations to large groups (20 to 100+ people)
- Able to motivate others to change habits and behaviors
- Proficiency with Microsoft Office and Outlook software
- Strong interest in environmental education and resource conservation
- Must provide own transportation to and from campus

Desired Knowledge, Skills and Abilities:

- Experience with heavy equipment such as tractors or skid steer
- Experience with composting, soil amendment, and gardening
- Experience with graphic design and website design and social networking tools
- Experience with environmental education and/or resource conservation

Service Conditions:

AmeriCorps member will work both indoors and outdoors in all types of weather. Some evening/weekend hours will be necessary for events, and some will be long hours such as during football games.

Physical Demands: Sitting; standing; walking; driving; lifting, pushing, pulling and carrying (up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; exposure to pet dander and waste, plant pollens, and dust; exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies; exposure to noise/vibration from office machines and passing vehicles and trains

Equipment/Tools/Software Used:

Skid Steer

Vibrating Compost Screen

Compost Temperature Probes

Pickup trucks and dump trucks

Computer:

- Documents, spreadsheets, presentations: (Microsoft Office)
- Publication design and editing
- Website content management
- Social networking tools

This above description lists the minimum duty requirements.

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