



Knoxville CAC AmeriCorps
**Sevier Solid Waste, Inc –
Compost/Recycling Coordinator**
Service Description

Community Site Supervisor

Laura Howard, Compost Marketing

Email: lhoward@seviersolidwaste.org

Phones: (865) 850-4098 (c)

(865) 453-5676 (o)

Website: www.seviersolidwaste.org

Mission: To reduce the amount of waste going into a Class I landfill through compost and recycling.



Service Position Summary

The primary goal of the Compost/Recycling Coordinator is to raise awareness of the composting plant and Sevier Solid Waste's recycling facility, the benefits of using compost, and increase recycling within the community.

The position focuses on four main areas:

Public Outreach

- Create a strong social media presence on recycling and composting
- Attend public meetings, both as a participant and as a speaker, to engage community members on compost and recycling
- Create marketing pieces to raise awareness of SSWI
- Participate in local festivals, fairs, and community events to engage residents on recycling and composting. This includes:
 - Participate in a variety of community organizations/activities to promote Sevier Solid Waste to include, but not limited to: festivals, Wildlife Wilderness Week, WinterFest, School fairs and City special events
 - Work with event organizers to ensure applications are submitted timely, set up booth and distribute SSWI information
 - Create booth displays

- Prepare presentations
- Meet with farmers and land owners to promote the use of composting
- Establish a relationship with the local stormwater group to promote the use of compost for alternative solutions for erosion control

Organizing special events

- Meet with event organizers including sporting events, conferences, festivals and fairs to promote waste free events
- Work in liaison with established waste free events organizers to coordinate logistics and provide solutions for challenges
- Partner with Keep Sevier Beautiful to host Wears Valley Fall Fest as a green event including: educational pieces, waste-free and recycling
- Plan and coordinate special events to raise awareness of recycling and composting
- Partner with other government agencies, non-profits, businesses, media, and community organizations to accomplish shared goals

Education

- Partner with Keep Sevier Beautiful to educate K-8
- Coordinate and lead tours of SSWI

Education, Skills & Abilities Required

- Passion for the mission of Sevier Solid Waste Inc.
- Enthusiastic and positive attitude
- Interest to inspire and engage others
- Willingness to learn and ask questions
- Ability to effectively speak in public: poised, professional, persuasive and articulate
- Ability to write effectively
- Computer experience, including Microsoft Office word processing, database and spreadsheet
- Must have reliable transportation. Mileage will be reimbursed at the federal rate (excludes transportation to and from work and personal use) when a Sevier Solid Waste vehicle is not available for use

Essential Job Functions Required to Perform the Job

- Able to operate a motor vehicle
- Able to correctly lift a minimum of 25 pounds
- Able to maintain stamina in all weather conditions: direct sun, rain, wind, high/low humidity

- Able to bend, twist, stoop, kneel for continuous periods
- Able to analyze and remember information
- Able to display leadership qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed
- Able to speak, read and write English
- Able to sit and/or stand for long/short periods
- Able to maintain good, personal hygiene
- Able to conduct self in utmost professional manner at all times representing KSB
- Able to have manual dexterity necessary to complete all job duties
- Able to work cooperatively with others
- Able to maintain dependable work attendance including evenings and weekends for special events
- Able to remain calm in highly stressful, hectic environment
- Able to be flexible and handle changes in priorities
- Able to prioritize tasks and complete assignments on time
- Able to report to work on time without being under the influence or smelling of alcohol or drugs
- Able to successfully pass a background check and a pre-employment drug test
- Able to be attentive, speak clearly, see near and far and hear
- Able to have good motor skills
- Able to make sound decisions

