



CAC AmeriCorps

Position Description

Information and Operations Coordinator



Dates of Service: August 5th, 2019 – June 26th, 2020

Partner: UT Recycling

Location of Service: UT Facilities Services
2040 Sutherland Avenue, Knoxville, TN, 37921

Supervisor: Jay Price, Recycling Manager

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

Service Site Summary:

UT Recycling's goal is to convert the University of Tennessee, Knoxville into a Zero Waste institution by diverting 90% (or more) of all waste from the landfill through reducing, reusing, recycling, and composting. In addition to waste reduction and waste diversion, UT Recycling routinely educates students, staff, and faculty about sustainable lifestyle practices. Our dynamic team of staff, students, and AmeriCorps members work to reduce waste, increase environmental practices, and engage the UT community in sustainability.

Position Summary:

The Information and Operations Coordinator is an active and rewarding full-time service position at UT Recycling. In collaboration with the Recycling Manager and other team members, this person will coordinate the efficient collection and processing of recyclable materials on campus. Additionally, they will manage a team of motivated student workers, oversee the gathering and analysis of data, and ensure that operation requests are fulfilled in a timely manner. This position provides opportunity to gain experience in recycling, management, provision of environmental services, and operations. The service member in this role provides integral support to the mission of UT Recycling and helps make the university campus a more sustainable and efficient institution.

Primary Functions of Position:

- Track waste, recycling, composting, and reuse totals and prepare weekly, monthly, and annual reports
- Prepare purchase and receiving documents for equipment and supplies
- Ensure timely billing of auxiliaries for waste collection services on campus
- Oversee the Public Recycling Drop-off
- Respond to recycling service requests on the university's campus and track time, materials used, and costs in Archibus (training provided)
- Coordinate the proper processing of Universal Waste materials such as batteries, lightbulbs, and ballasts
- Oversee the collection and processing of pallets, electronics, and other miscellaneous recyclables on campus
- Manage the organization and inventory of the recycling warehouse
- Recruit, hire, train, and supervise student workers responsible for recycling information, collection, and processing
- Coordinate special projects and find outlets for reusable and hard-to-recycle materials
- Assist with the planning and implementation of environmentally oriented campus events, including Zero Waste Game Day, RecycleMania, and Earth Month.

Minimum Qualifications:

Education:

- Bachelor's degree in an environmental field preferred

Position Requirements:

- Valid driver's license
- Standing and walking for extended periods of time (5+ hours) while working both indoors and outdoors, all seasons
- Lifting, pushing, and carrying (up to 60 lbs.); along with frequent kneeling, stooping, bending, and squatting
- Comfortable handling tools, objects, or controls
- Able to tolerate exposure to animal dander/waste, pollen, dust, and chemical fumes; able to tolerate exposure to noise and vibration from machinery, vehicles, and trains

Desired Knowledge, Skills and Abilities:

- Basic understanding of recycling processes and systems
- Able to work independently and generate ideas for recycling efficiencies
- Able to drive large vehicles such as large pickup trucks (F-250) 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 data management, Microsoft Office (particularly Excel), and Outlook software
- Must provide own transportation to and from campus
- Experience with operations management, warehousing, and supervision of staff
- Forklift operation
- Savvy with social networking platforms and tools
- Strong interest in sustainability, environmental education, and/or resource conservation

Member Benefits Include:

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,095 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to provide assistance with determining eligibility.
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural, or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

