

Job Description

Job Title: Recycling Coordinator
Compensation: (AMOUNT)
Hours: (HOURS PER WEEK)
Reports to: (NAME)

Background: (BUILDING NAME) is home to approximately (NUMBER OF RESIDENTS) residents.

General Description: The Recycling Coordinator will manage and promote the recycling program. The Recycling Coordinator will assist (BUILDING NAME) management, the City of (CITY NAME) and (HAULER NAME) in developing the recycling program. The coordinator will be responsible for collecting materials and maintaining recycling containers. The Recycling Coordinator will also lead in promoting the program to residents and work with existing programs to encourage participation and educate residents.

Compensation will be based in part on effective collection of recyclable material. Training will be provided.

Job Responsibilities:

- Assist in developing a recycling collection program within (BUILDING NAME)
- Coordinate the distribution of recycling information and containers for program start up.
- Collect recycling from apartments and/or floors within the building.
- Maintain recycling containers in common areas; keep containers free of contamination.
- Preserve and maintain the appearance, condition and cleanliness of the recycling areas.
- Prepare recycling containers for collection by city vehicles.
- Work with staff, residents and community groups to promote recycling within the building.
- Educate new residents about the recycling program.
- Complete recycling training.
- Distribute and post educational materials.

Qualifications:

- Ability to complete tasks with minimal supervision.
- Ability to problem solve and work cooperatively with residents, staff and community organizations.
- Strong communication skills; ability to speak (LANGUAGE) a plus
- Ability to lift up to 40 lbs
- Strong organization and planning skills

- Availability must be consistent with recycling collection schedule.
- Connection to **(BUILDING NAME)** community
- Comfort collecting and handling recyclables.

To apply:
