



## 2023 Recycling Specialist Job Description

### Organization Overview

The High Country Conservation Center (HC3) is a community non-profit organization that promotes waste reduction and resource conservation in Summit County, Colorado. Programs include recycling and composting, climate action, energy conservation, water conservation, and sustainable food production. HC3 engages residents, visitors, and businesses in protecting the local environment.

### General Description of Duties

The Recycling Program Specialist works with the Community Programs Manager to promote and support HC3's recycling efforts. The Specialist will provide recycling support to businesses and homeowners' associations (HOAs) to help them comply with the Universal Recycling Ordinance. The Specialist will also support the Oops Tags program by auditing and tagging residential recycling bins, as well as support the Stump the Recyclers program by answering recycling questions at the public Recycling Centers. In addition, Specialist will support zero waste events.

This position reports to the Community Programs Manager and does not have any direct reports.

### Qualification Requirements

- Passion for environmental stewardship, conservation, and sustainability.
- Bachelor's degree preferred.
- Experience working in Microsoft Office suite.
- Reliable transportation is required.

### Skills & Attributes

- Detail-oriented with the ability to multi-task and work independently and efficiently.
- Enjoy working outside with the ability to work in challenging weather conditions.
- Must be able to stand for prolonged periods.
- Strong communication skills.

### Essential Duties & Responsibilities

#### Pay as You Throw & Universal Recycling (80%)

- **Note:** [Pay as You Throw and Universal Recycling](#) are ordinances passed by the Towns of Frisco and Breckenridge that will take effect in 2023. These ordinances will provide recycling to any residence or commercial business with trash service.
- Assist Community Programs Manager by supporting recycling programs for entities such as restaurants, HOAs, government agencies, etc. This may include:
  - Ordering recycling bins, labels, and signage
  - Labeling recycling bins
  - Delivering and placing recycling bins and signage



- Supporting staff trainings led by Community Programs Manager
- Provide proactive Universal Recycling outreach to Breckenridge and Frisco businesses and HOAs. This may include making phone calls, answering emails, and/or scheduling in-person meetings.
- Attend Pay as You Throw and Universal Recycling public forums.
- Support ordinance adoption initiatives for Summit County Government, Town of Dillon, and Town of Silverthorne.
- Keep track of outreach in a working document.
- Work with Office Coordinator to schedule Oops Tags dates and prepare route lists.
- Work with Office Coordinator to recruit and confirm volunteers for Oops Tags.
- Scan residential recycling bins for contamination (non-recyclables) and leave Oops Tag notes.
- Compile and report on Oops Tags data.

### Stump the Recyclers (20%)

- Work with Office Coordinator to schedule Stump the Recyclers (educational recycling events) at the recycling centers in Frisco, Breckenridge, and Silverthorne.
- Work with Office Coordinator to recruit and confirm volunteers for Stump the Recyclers.
- Work with the Marketing Coordinator to promote Stump the Recycler events.
- Attend Stump the Recyclers events, answer recycling questions, and support volunteers.
- Compile and report on Stump the Recyclers data.

### Events and Other

- Attend and support the Compost Giveaway – May 19.
- Attend and support the Annual Hard to Recycle Event – May 20.
- All other duties as assigned.

### Position Information & Benefits

The position is 40 hours/week, full-time through 2023, with the potential to extend through 2024. Benefits include health insurance, long-term disability insurance, IRA match, and paid time off. The typical schedule is Monday-Friday 9am-5pm. Some projects require weekend or early morning shifts (7am start time) that will be defined during training. Hiring wage range is \$18/hour to \$22/hour dependent upon experience. Early-mid April start date.

### Application Process

Send a cover letter and résumé to Allie Flynn at [allie@highcountryconservation.org](mailto:allie@highcountryconservation.org) by Friday, February 17 at 5pm.