**Tompkins CRT Assistant Coordinator Scope of Work**

**2019**

Tompkins County Recycling and Materials Management will fund two part-time Assistant Coordinators for the Tompkins CRT program. With an acronym standing for Compost, Recycling, and Trash, the goal of Tompkins CRT is to implement waste diversion strategies at 4 or more local events in 2019. The duties of this position are outlined below.

The Assistant Coordinator will receive a contract of no more than 100 hours at a rate of $15.45/hour for a total of $1,545.

Skills and requirements include:

* Work respectfully and skillfully with diverse demographics.
* Punctuality and Reliability.
* Ability to work festival nights and weekends.
* Ability to perform physical tasks such as moving compost totes.
* Familiarity with Tompkins County Recycling and Materials Management programs and information.

**Job Duties**

The Assistant Coordinators will have the following responsibilities in the Tompkins CRT program. The majority of work will be performed on the day of events with the exception of assisting the Lead Coordinator when needed.

* Train and direct volunteers to staff CRT sorting stations, decontaminate bins, haul materials, and litter pick.
* Remind and encourage volunteers to take care of their basic needs i.e. stay warm, drink water, use sunscreen.
* Assist the Lead Coordinator when necessary with the following responsibilities when needed:
  + Collaborate with local event organizers to provide planning recommendations for procurement, waste reduction, language for vendor contracts, waste handling, CRT station locations, and volunteer incentives.
  + Solicit, recruit, and schedule volunteers.
  + Manage the setup and teardown of CRT stations at the start and end of the events.