**Tompkins CRT Lead Coordinator Scope of Work**

**2019**

Tompkins County Recycling and Materials Management will fund one part-time Lead Coordinator 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 Lead Coordinator will receive a contract of no more than 100 hours at a rate of $16/hour for a total of $1600.

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 Lead Coordinator will have the following responsibilities in the Tompkins CRT program:

* Collaborate with local event organizers before the events 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 prior to the events.
* Manage the setup and teardown of CRT stations at the start and end of the events.
* Act as a backup to the Assistant Coordinators during events.
  + 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.
* Debrief with festival organizers after the events.