

Tompkins County Department of Recycling and Materials Management

Outreach Consultant Scope of Work

June-October 2022

This Scope of Work is designed to assist the Tompkins County Department of Recycling and Materials Management with outreach services for the Department's various recycling and waste reduction programs. Tasks associated with this effort include conducting outreach at community events. This work will be performed as a consultant under the direction of the *Communications Coordinator* from July 1st through October 31st, 2022. The contractor will be paid on a flat-rate per-event basis as outlined in Attachment A, not to exceed \$1,750.

The Outreach Consultant is tasked with expanding awareness of the County's recycling, composting, and waste reduction programs.

Specific duties include:

- Conducting outreach at community events throughout Tompkins County as specified by the Department and according to staff direction.
- Transporting equipment to and from events.
- Setting up, tearing down, and staffing an outreach table with provided materials and activities.
- Answering a range of questions about recycling and waste reduction.
- Taking pictures for use in reports, presentations, and digital media.
- Providing a brief summary within 7 days of each event as specified by the Communications Coordinator.

Skills and requirements:

- Valid New York State Driver's license and use of personal vehicle to transport equipment and supplies to and from events. Must maintain an active auto insurance policy and provide proof of such insurance to the County at the time of contract signing.
- Work respectfully and skillfully with diverse demographics in terms of race, ethnicity, gender, gender identity, sexual orientation, class, religion, etc..
- Strong and effective communication skills.
- Good knowledge of the community and ability to share community resources.
- Punctuality and Reliability.
- Ability to work weekends.
- Pleasant and patient while working under pressure.
- Good organizational skills.

- Willingness and ability to distribute information to the public as requested by staff.

Physical Requirements:

- Ability to stand for lengthy periods of time, bend, stoop, and reach.
- Ability to lift 50 pounds.
- Ability to work in all temperature conditions.

Outreach consultant acknowledges that while contracting with Tompkins County Recycling and Materials Management, they are acting as a representative of Tompkins County. The Outreach Assistant shall therefore work in a professional manner, and limit discussion within the purview of their responsibilities.

Attachment A:

Outreach Consultant	
2022 Compensation Rates	
(Includes time to transport equipment and supplies)	
"A" Events	Flat rate/Event
2 hrs	\$40
"B" Events	Flat rate/Event
3 hrs	\$60
"C" Events	Flat rate/Event
4 hrs	\$80
"D" Events	Flat rate/Event
5 hrs	\$100

Attachment B:

Outreach Consultant	
2022 Events (Tentative)	
Farmers Market Visit 1	July TBD
Farmers Market Visit 2	July TBD
Newfield Old Home Days	July 30 th
Groton Old Home Days	August 26th
Streets Alive (Fall)	TBD
Ithaca Apple Harvest Festival	September 31st
Brooktondale Apple Fest	TBD