

ULSTER COUNTY RESOURCE RECOVERY AGENCY

RESOLUTION NO. 2556

RE: Authorization for Revision of Recycling Educator Job Description

WHEREAS, the Ulster County Resource Recovery Agency (the “Agency”) is engaged in Solid Waste Management and Recycling in Ulster County, and

WHEREAS, the Ulster County Resource Recovery Agency (the “Agency”) under Resolution No: 2152 passed on December 15, 2009 provided that the Executive Director of the Agency is authorized to recommend to the Board and the Board is authorized to approve the job descriptions for administrative staff positions (positions not represented by a collective bargaining unit, and not including the Executive Director or Agency Counsel), and

WHEREAS, the Executive Director has recommended to the Board for review and approval the revision of the Recycling Educator Job Description, and

WHEREAS, the Agency’s Executive Director believes it to be in the Agency’s best interest to revise such job description, and

NOW, THEREFORE, BE IT

RESOLVED, that the Ulster County Resource Recovery Agency does hereby authorize and approve the revised job description for Recycling Educator as outlined in Exhibit “A” attached hereto, and be it,

FURTHER RESOLVED, that the Executive Director and Agency Staff are hereby authorized to take all steps necessary to the revision of the job description for the Recycling Educator as outlined in the attached hereto as Exhibit “A”; and be it,

FURTHER RESOLVED, that this Resolution shall take effect immediately.

Moved by: _____ Seconded by: _____

Vote: Ayes: _____ Nays: _____ Absent: _____

Date: December 27, 2021

Financial Impact: \$ 0

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Recycling Educator	Work Location: Main Office/Other Locations as Needed
Classification: Administrative	Hours Per Week: 37.5 Hour work week
Grade: \$50,000/year - \$60,000/year	

Distinguishing Features of the Position:

This is a professional position responsible for the development and implementation of County-wide recycling education and materials recovery program. The Recycling Educator will assist in the overall execution, mission and efficacy of the sustainability program for the Agency, which is the solid waste planning unit for the County of Ulster. The Educator through creative communication and education, must develop appropriate support for recycling, waste reduction, and sustainability from the public at large, private sector and public officials. The Educator will assist in preparing recommendations for legislation necessary to make the program viable and will serve as a staff resource to the Agency's Director of Sustainability.

Work will be performed under the direction of the Agency's Director of Sustainability with considerable leeway allowed in carrying out work assignments.

Position Responsibilities: (The incumbent in this position may perform some or all of the following as well as other related activities not described.)

- Facilitate presentations and workshops for residents, businesses, community groups, and youth audiences; to promote sustainable materials management and educate the public about the climate impacts of waste management and the benefits of recycling, composting, waste reduction, reuse, up-cycling, safe alternatives to hazardous wastes, etc.;
- Initiate public relations efforts; including assisting with writing e-newsletters, radio or print news advertisements or PSAs, blogs, etc. and participate in podcasts, interviews, etc. in a manner that's consistent with the Agency's mission and community engagement goals;
- Maintain contact lists for outreach to schools, climate smart groups, libraries, local environmental organizations, etc. to facilitate the distribution of recycling program information;
- Maintain awareness of local donation, reuse, recycling, organizations or businesses, necessary to excel at providing alternative disposal options to the public;

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Exhibit A

- Attend and participate in conferences and industry working groups related to solid waste management, recycling, organics recycling, product stewardship, etc. and maintain awareness of emerging concepts in community engagement methods and regional approaches to sustainable materials management;
- Assist in developing and distributing recycling program media such as brochures, fact sheets, posters, or other promotional materials;
- Curate social media content across Agency's web presence including Facebook, Instagram, YouTube, etc. consistent with the Agency's mission and community engagement goals;
- Act as Agency education program liaison during facility tours of the recycling and composting facilities in compliance with applicable safety policies;
- Provide technical assistance to local businesses, institutions, schools, community event planners, etc. to provide consultation on waste reduction practices;
- Assist in developing short term and long term goals for the Agency's recycling program in compliance with the Agency's Local Solid Waste Management Plan and/or recycling program grant projects;
- Maintain detailed documentation about Agency educational programs, events, reach to participants, etc. as required by grants or LSWMP;
- Field recycling hotline questions to explain local recycling guidelines, explain local recycling or disposal options, and document any concerns about recycling compliance issues;
- Participate in special events in the community or special events held by UCRRA; including Household Hazardous Waste Collection events, Compost Bin & Rain Barrel Sales, Earth Day events, America Recycles Day events, etc.;
- Assists in applying for grants;
- Assists in the tracking of and carrying out of grants;
- Complete related work and special assignments as required and directed by the Director of Sustainability or the Executive Director.

Full Performance, Knowledge, Skills and Abilities and Personal Characteristics:

- Practical working knowledge of environmental science and sustainability as it applies to waste management, recycling, composting, and climate change;
- Strong oral and written communication skills;
- Ability to prepare and present environmental science concepts effectively to a wide range of adult and youth audiences;
- Proficiency using Microsoft Office products (Word, Excel, PowerPoint)
- Proficiency in social media platforms and strategies for public education using social media platforms;
- Basic skills in graphic design layout and attention to detail for grammar, spelling, etc.;
- Basic skills in lesson planning and ability to organize and implement a project or assignment from concept to completion;

- Ability to adapt to communication styles to various public audiences, maintaining awareness and leadership of diversity, equity, and inclusion as it relates to providing equal program opportunities;
- An inherently dedicated and passionate approach to recycling, waste reduction, composting, sustainability, and care of the environment.

Minimum Requirements:

Graduation from an accredited college or university with a bachelor's degree in environmental science, environmental education, or similar related field and two years of experience in municipal, community and regional groups with emphasis in environmental education, solid waste management or recycling education,

OR

An equivalent combination of training, education and experience;

A valid New York State Driver's License.

Adopted: December 20, 1989

Resolution 77

Revised: November 19, 2010

Revised: May 27, 2015 RES 2352

Revised: 11/28/2018 RES 2462