



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

Title: Volunteer	Work Location: Main Office & other community settings as assigned
Classification: Volunteer	
Grade: N/A	Volunteer Commitment: <u>Fast Track:</u> 2 hours training and 5 service hours per year

Distinguishing Features of the Position:

Volunteers work in partnership with the Ulster County Resource Recovery Agency to help educate the public about the benefits of recycling, composting, waste-sustainability, reuse, up-cycling, safe alternatives to hazardous wastes, and more. Through volunteering, they help extend the reach of the programming offered by UCRRA's Recycling Outreach Team and are an important resource to help the Agency achieve the goals of the Ulster County Recycles program.

This is an unpaid volunteer position. Volunteers must sign a Volunteer Agreement/Code of Conduct and complete one or more training sessions. Professional development training will be provided at no cost. Training sessions for this volunteer opportunity will cover basic background about UCRRA services and other local recycling and composting programs.

Volunteers are then asked to give service hours towards the UCRRA Recycling Outreach Team's established programs and services. At the discretion of the UCRRA Executive Director, this "fast track" option is available for volunteers to enroll immediately. Please note: The Fast Track does not include an official Master Composter Master Recycler Program Certificate of Completion.

***Fast Track:** 2 hours of orientation/training. The training is structured as one 2-hour session offered by appointment. Fast Track Volunteers are asked to complete 5 service hours per year.

Enrolled: 20 hours of orientation/training. The training program is structured as ten 2-hour sessions offered annually. Enrolled volunteers are asked to complete 20 service hours per year.

Volunteer work is performed under the direction of the Agency's Director of Sustainability.

Fast Track Volunteer Opportunities:

- Regularly meet with the Volunteer Coordinator to discuss, plan, and prepare for Agency events, programs, classes. All volunteer projects/duties must be assigned or related to established programs with approval of the Volunteer Coordinator.
- Always act in a manner that's consistent with the Agency's policies, mission, and community engagement goals while volunteering.
- Maintain documentation to track Volunteer Hours and report to the Volunteer Coordinator.
- Document any concerns or complaints that arise while conducting volunteer duties; report all concerns, complaints, or incidents immediately.
- Use knowledge gained in 1 training session to generally explain the Agency's programs and services, and be familiar with the Agency's website or UCRRA printed media.
- Alongside Agency staff or volunteers, participate in hosting outreach booths at special events in the community such as Earth Day events or County fairs, events held by UCRRA, etc.
- Alongside staff or volunteers, assist with outreach at "Zero Waste" sorting stations during community events. Help event attendees understand and sort what can be recycled, composted, or landfilled.
- Direct questions and comments to Agency staff where appropriate to do so.

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

- Basic interest or knowledge in environmental science and sustainability as it applies to waste management, recycling, composting, and climate change;
- Enthusiastic and passionate about recycling, waste reduction, composting, sustainability, and care of the environment;
- Ability to adapt communication styles to various public audiences, maintaining awareness and leadership of diversity, equity, and inclusion as it relates to providing equal program opportunities.
- Ability to foster team work, be respectful and collaborate with others;
- Dependable and reliable when assigned a Volunteer task, or event;

Minimum Requirements:

- Must sign a Volunteer Agreement/Code of Ethics.
- Must be able to complete the training requirements. Fast Track approved by Executive Director: one 2 hour session.
- Must be able to commit to 5 service hours on an annual basis, toward approved volunteer tasks.
- Must be able to transport self and program materials to various locations throughout Ulster County.
- Must be an Ulster County resident between the ages of 18-70.