



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

<b>Title:</b> Master Composter – Master Recycler Volunteer	<b>Work Location:</b> Main Office & other community settings as assigned
<b>Classification:</b> Volunteer	<b>Volunteer Commitment:</b>
<b>Grade:</b> N/A	<u>Enrolled:</u> 20 hours training and 20 service hours per year

**Distinguishing Features of the Position:**

**Master Composter - Master Recycler (MCR) 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 multiple training sessions. Professional development training will be provided at no cost. Training sessions for this volunteer opportunity will cover a broad range of topics related to environmental science and sustainability, local recycling and composting services, the science of composting, using compost to improve soil health, best practices for recycling and composting at schools and offices, local laws pertaining to waste-sustainability, plastic pollution prevention, strategies for community education, UCRRA programs and services, and more.

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, a "fast track" option is also available, for volunteers to enroll immediately, with a shorter orientation period and limited volunteer tasks.

**\*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.

**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.

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



## **Enrolled 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 10 training sessions to explain the Agency's programs and services, and be familiar with the Agency's website or UCRRA printed media.
- Alongside other 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 other 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 the Agency staff where appropriate to do so.
- Use knowledge gained in 10 training sessions to connect people to complex resources for learning where and how to recycle various items such as textiles/fabric, film plastics, freon appliances, electronics, batteries, household chemicals, paint products, and other materials.
- Along side other staff, may assist with youth programs and facility tours.
- Assist with writing blog articles, conducting interviews or podcast episodes for UCRRA.
- Provide hands-on technical assistance to backyard composters in the UCRRA Home Composting Demonstration Garden.
- Along side other staff, may assist with UCRRA classes offered at the Sustainable Living Center, Main Office, or in community settings.
- Along side other staff, may assist with check-in procedures and distributing educational materials at the Agency's Household Hazardous Waste Collection events.
- Assist with assembling media kits for distribution to local schools, community centers, Town Transfer Stations, Town Halls, etc.
- Volunteers may perform some or all tasks, and activities not described. Volunteers work closely with the Coordinator to identify activities that suit their interests, skills, abilities, and schedule.

**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: ten 2 hour sessions.
- Must be able to commit to 20 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.