



## Job Description

### **TITLE: School Recycling Coordinator**

**SALARY:** Contract position, \$20.00 - \$26.00/hour for no more than 200 hours per year, pay commensurate to experience

**SCHEDULE:** Flexible, but must be available during school hours. The expectation is that 95% of hours worked will occur during the academic school year.

**LOCATION:** The Coordinator will share an office at the Natick Department of Public Works with the Sustainability Coordinator when not on site at a Natick Public School.

### **JOB DESCRIPTION**

Under the supervision of the Town of Natick's Sustainability Coordinator and Superintendent of Natick Public Schools, the Recycling Coordinator will be responsible for coordinating a district wide recycling program to improve diversion rates and reduce contamination for single stream recycling, cardboard and paper, food waste, art supplies, books, hazardous waste and durable goods. The goals of the program are to:

1. Reduce waste by expanding and standardizing recycling and diversion programs across all Natick Public Schools
2. Reduce contamination of recyclable material across Natick Public Schools
3. Track, monitor and report recycling and waste disposal amounts
4. Provide ongoing support to all schools to establish a culture of wise material use and effective recycling in all schools

### **SPECIFICALLY THE COORDINATION WILL BE RESPONSIBLE FOR:**

- Serving as the main point of contact to school-based recycling stakeholders (custodians, food service, teachers, staff, students, parent volunteers)
- Communicating, outreaching and providing regular technical assistance to schools and administrative departments to improve or expand recycling efforts
- Completing waste audits, tracking progress and communicating the success of the program through social media, websites and newsletters
- Developing and implementing recycling educational and outreach programs for key stakeholders, such as trainings for custodians and food service staff
- Assisting schools in the development of new recycling programs, educational programs, signage, green teams or recycling events

*Natick Public Schools does not discriminate on the basis of race, creed, color, sex, gender identity, religion, nationality, sexual orientation, physical and intellectual difference, immigration status, or homeless status.*

- Writing grants and fundraising to support ongoing efforts, new initiatives or special events
- Supporting composting and food scrap diversion programs at school sites

### **QUALIFICATIONS & REQUIRED SKILLS:**

- At least an undergraduate degree, ideally in a field related to environmental studies, economics, engineering, education or science
- Strong understanding of the recycling and solid waste industry
- Strong skills in project management, and problem-solving
- Experience leading teams and working with many stakeholders
- Excellent written and verbal proficiency in English
- Ability to work independently and prioritize projects
- Proficient with computers and computer processing software, especially Microsoft Word, Excel, and Outlook

### **OTHER QUALIFICATIONS ARE DESIRED:**

- Non-profit or government experience
- Public speaking and presentation skills
- A valid driver's license and regular access to a car
- Experience with graphic design and website design
- Experience putting together surveys and reports

### **STAFF MANAGEMENT**

The Recycling Coordinator will report to the Natick Sustainability Coordinator and Superintendent of Natick Public Schools. The Coordinator will also work closely with principals at each school and the Town of Natick's Facilities Department, including on-site custodians.

### **GOALS FOR THE 2019-2020 SCHOOL YEAR**

1. Create and implement a system to document, track and report NPS recycling and disposal amounts
2. Identify key stakeholders and complete waste audits at each Natick Public School (eight total)
3. Create a district-wide school recycling and food scrap diversion implementation plan
4. Inventory equipment needed and propose equipment type and quantity to be purchased
5. Pilot programs in a minimum of two schools; track, monitor and report on results
6. Register a green team at every school with MassDEP
7. Apply for a MassDEP School Recycling Assistance Grant for 2020-21 school year Funding

### **TOOLS AND EQUIPMENT USED:**

Phone console and personal computer

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to

---

#### **Central Office:**

13 East Central Street  
Natick MA 01760

<http://www.natickps.org>

508•647•6500 (phone)

508•647•6506 (fax)

[www.facebook.com/natickps](http://www.facebook.com/natickps)

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to move around school buildings, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SELECTION GUIDELINES:**

Formal application, rating of education and experience; interviews and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description is subject to change in a manner consistent with law by the employer as the needs of the employer and requirements of the job change.

### **TERMS OF EMPLOYMENT:**

No more than 200 hours per year

This position is paid in full by a grant and is conditional to full funding in future years.

---

#### **Central Office:**

13 East Central Street  
Natick MA 01760

<http://www.natickps.org>

508•647•6500 (phone)

508•647•6506 (fax)

[www.facebook.com/natickps](http://www.facebook.com/natickps)