



Centre Region Council of Governments

REGIONAL REFUSE AND RECYCLING PROGRAM

<http://cog.centreconnect.org/refuse>

Job Description

Job Title: Refuse and Recycling Summer Intern
Hours: 20 hrs/week
Pay: \$12/hr
Location: The time will be split between field work and COG as needed. Office will be located at Centre Region COG.

SUMMARY: This summer part time position is intended to assist with improving commercial recycling in the COG region (Benner, College, Harris, Ferguson and Patton Townships). Commercial locations have been identified that have opportunities for improved recycling.

This part-time position (20 hours/week) includes an introduction and orientation upon starting, weekly guidance on recycling methods and field experience. The position will be staffed from Mid-May through Mid-August.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities described below are indicative of what the Refuse and Recycling Summer Intern may be asked to perform, other duties and projects may be assigned:

1. Conduct field research to analyze current recycling methods at commercial locations.
2. Provide outreach education to commercial entities to explain the program and to identify and encourage efforts to obtain compliance with municipal ordinances.
3. Coordinate commercial recycling efforts by maintaining positive working relationships with the regional waste haulers and the Centre County Solid Waste Authority (CCSWA).
4. Attend COG Public Services Committee meetings as needed. Prepare and present commercial recycling information to the Public Services Committee, municipal managers and other groups.
5. Assist with developing methods, procedures, websites and benchmarks for improved commercial recycling.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, candidates must have strong interpersonal and organizational skills, ability to write and speak in a courteous, cogent and clear manner. Excellent customer service skills are essential for this position.

EDUCATION AND EXPERIENCE:

- one year of college coursework completed by June 2010 is an asset
- demonstrated experience in project management
- ability to organize, prioritize and carry out field work with minimal supervision
- enthusiasm for the environment and civic responsibility
- minimum of (2) years knowledge of PC, Windows, Microsoft Office, data management and record keeping.
- A valid driver's license

Please e-mail or mail letter of interest and resume by 4:30 pm, Friday, April 2, 2010 to:

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