



**DEADLINE TO APPLY: Saturday, June 3, 2017**

**HOW TO APPLY:** Send cover letter and resume to Lisa Perschke, [lisap@recycleannarbor.org](mailto:lisap@recycleannarbor.org)  
(Include in cover letter which term you are applying for.)

**JOB TITLE:**

Curbside Recycling Program Intern

**LOCATION:**

Recycle Ann Arbor, 2420 S. Industrial Hwy., Ann Arbor MI 48104

**NOTE:**

This position is an unpaid internship, with a minimum of 6 hours per week (maximum 20 hrs/week). *This position is office (25%) and field based (75%), as needed. **This position is mildly labor intensive, field work- must be prepared and physically fit for such tasks.***

**JOB DESCRIPTION:**

Assists the curbside team with recycling program projects, focused on residential and business cart inventory, recycling surveys, cart deliveries, customer service, and Access data base entry under the direction of the Recycling Program Specialist and Curbside Recycling Technician.

**DUTIES AND RESPONSIBILITIES** may include the following:

- Assist with residential & business cart inventories and surveys of *Recycle Ann Arbor service area*
  - Scan carts/document information with location
  - Waste surveys and waste sorting
- Assist with recycling cart deliveries
- Access database entry (data checking and entering)
- Attain, update and scan site maps of multifamily communities
- Assist with office duties (answer multi-line phone and 2-way radio) *dependant on experience & office need*
- Type service narratives in Word and Excel for Washtenaw School Recycling Program
- Work on research projects focused on recycling topics as determined by current needs
- Other projects and duties as assigned

**JOB REQUIREMENTS:** The intern must meet the following job requirements:

- Detail oriented
- Highly organized
- Excellent communication skills in person, type, and on the phone
- Work scheduled hours and notify Recycle Ann Arbor staff ASAP when schedule changes are needed
- Have an interest and knowledge of local recycling, environmental issues, & sustainability topics
- Maintain a professional appearance and attitude
- Be flexible and adaptable to change
- Ability to work well independently and/or as part of a team
- Ability to work for the duration of the term selected
- Experience with Microsoft Office application suite, with emphasis on Access, Excel and Publisher
- Ability to lift 50 pounds
- Work in uneven terrain and inclement weather
- Possess a valid driver's license

**Start date(s)\*:** \* *Currently actively recruiting for Term One. Those interested in Term Two will be held on file until 2017.*

○ **Term One:** June-August 2017

○ **Term Two:** September-December 2017