



**DEADLINE TO APPLY: Friday, September 14, 2018**

**HOW TO APPLY:** Send cover letter and resume to Lisa Perschke, [lisap@recycleannarbor.org](mailto:lisap@recycleannarbor.org)

**JOB TITLE:**

Curbside Recycling Program Volunteer Intern

**LOCATION:**

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

**NOTE:**

This position is an unpaid internship, with a minimum of 4 hours per week (maximum 15 hrs/week). *This position is office (10%) and field based (90%), as needed. **This position is mildly labor intensive for field work- must be prepared and physically fit for such tasks.***

**JOB DESCRIPTION:** Position duties will involve general tasks/field work within the Curbside Recycling Department. All work performed is under the direction of the Recycling Program Specialist and Curbside Manager.

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

- Assist with on-going field cart surveys (campus area, business and residential districts throughout city; checking (quality and quantity), ensuring carts are in good repair and there are ample numbers of carts per location:
  - Scan carts/document information with location (inventory of repairs/replacements where needed)
  - Document locations where carts need to be delivered, noting new addresses and business names
  - Educational canvassing (answering recycling questions)
  - Visual waste surveys (quality and quantity assessments); noting where educational materials are needed.
  - Delivering educational materials to locations, where needed.
  - Attain, update and scan site maps of multifamily communities
- Assist RAA lead driver on repairing, washing, delivering recycling carts in field
- Assist with office duties (answer multi-line phone and 2-way radio) *dependant on experience & office need*
- 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 (*quick learner*)
- Highly organized
- Maintain a professional appearance and attitude
- Ability to work well independently and/or as part of a team
- Be flexible and adaptable to change
- Work scheduled hours and notify Recycle Ann Arbor staff ASAP when schedule changes are needed
- Ability to work for the duration of the term selected
- Ability to lift 50 pounds
- Work in uneven terrain and inclement weather
- Excellent communication skills in person, written, and on the phone (*helpful*)
- Experience with Microsoft Office application suite, with emphasis on Access, Excel and Publisher
- Have an interest and knowledge of recycling, environmental issues, & sustainability topics (*Helpful*)

**Internship Term date(s): September to December 2018**