WASTE RESOURCES OUTREACH VOLUNTEER

PURPOSE
To support the Riverside County Department of Waste Resources’ (RCDWR) mission, vision, strategic plans, by facilitating the implementation and continuation of the RCDWR public outreach activities.

POSITION CONCEPT
The Outreach Volunteer is responsible for providing various waste diversion program information, assistance and services. This is accomplished by encouraging residents and businesses to become more aware of waste reduction, recycling, and proper disposal of generated waste through opportunities for source reduction, composting, and other programs in Riverside County. They are trained in a curriculum specific to the Waste Resources Volunteer Program.

EXAMPLES OF ESSENTIAL DUTIES
(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Represent RCDWR and its programs in a positive manner at all times.
- Read, understand, and implement curriculum and interpretive materials provided by the Volunteer Services Coordinator.
- Set up and tear down of recycling activity areas and exhibits.
- Greet visitors and promote programs depending on focus of community event and location.
- Answer inquiries and provide information on department programs, rules, load limits, fees, and regulations in person and over the phone.
- Represent RCDWR at exhibitor tables at community events.
- Conduct presentations and classes on topics such as composting, vermicomposting, recycling, and source reduction.
- Build and maintain compost piles and vermicomposting bins.
- Sell compost bins at workshops.
- Act as a mentor for community/school gardens.
- Act as a docent at the Department Education Center.
- Monitor bottle and can recycling containers.
- Outreach to businesses regarding various recycling regulations and options.
- Observe established procedures to ensure the safety and security of visitors.
- Educate customers of program rules and regulations.
- Communicate potential or actual problems to Department staff.
- Other duties as needed.
RECRUITING GUIDELINES
• Enrolled high school student or adult.
• Ability to read, understand, and implement recycling curriculum; work with little supervision.
• May require ability to do physical labor.
• Strong written and oral communication skills.
• Ability to speak in public and address groups of varying ages and backgrounds.
• Ability to understand and explain simple scientific concepts to others (e.g. how natural resources are used to make products we consume, how the composting process works, etc.)
• Passion for environmental stewardship, conservation, and sustainability.
• Bilingual desired.

OTHER PROGRAM REQUIREMENTS:
Master Composter Certification required for Composting and Vermicomposting Presentations and Garden Mentor. Additional presentation training provided by the RCDWR required for presentation roles.

PRE-VOLUNTEERING
• An on-line application must be completed: Click here to sign up!
• Attend a Department of Waste Resources Volunteer Orientation and Training class. Minor volunteers under the age of 18, must have their legal guardian attend the Orientation and Training class.
• All volunteer assignments are contingent upon successful completion of a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

RIVERSIDE COUNTY DEPARTMENT OF WASTE RESOURCES’ RESPONSIBILITY
• Prepare and train volunteers through orientation, tour, and on-the-job training
• Organize and schedule volunteers in an efficient and timely manner
• Provide the tools necessary for volunteers to complete volunteer assignments
• Evaluate staff (employees and volunteers) performance
• Recognize and reward volunteers as valued members of the staff team

VOLUNTEER'S RESPONSIBILITY
• Utilize the volunteer website to manage volunteer schedule
• Provide excellent service to the public
• Return loaned supplies and tools
• Provide own transportation to and from the site
• Commit to volunteering a minimum of 4 hours per quarter

BENEFITS
• Recognition for your help
• Make a difference in the community
• Gain knowledge and learn new skills
• New experiences
• Meet new people
• Extensive training in recycling
• Continuing education through meetings and field trips
• Gain public speaking experience
• RCDWR Volunteer Shirt