



Schools Sustainability Associate I or II – Hourly Intermittent

Category:	Agency Posting	Position Type:	Hourly-Intermittent, Non-Exempt 20-29 hours a week up to 1,000 hours per fiscal year. Start Date: 9/4/19 End Date: no later than 6/30/20
Company/ Organization:	Alameda County Waste Management Authority aka Stopwaste	Salary:	\$20.00-\$25.00 per hour based on experience; No fringe benefits (except for FICA and state mandated sick leave)
Location:	1537 Webster Street, Oakland, CA 94612	Final Filing Date:	Open Until Filled

The Position

The School Sustainability Associates (SSAs) provide opportunities for teachers, students and schools-based groups to directly contribute to the sustainability of their school and community by providing educational tours at our two Education Transfer Stations, in-class teacher training and instructional support for student action projects that enable elementary, middle, and high school classrooms and student groups throughout Alameda County. Teaching a curriculum to students, while modeling lessons for teachers, students are engaged in sustainability issues through an educational approach which may include: an introduction of environmental principles, student-led environmental waste audits of school and home resource use, activities for student action to reduce the school’s environmental footprint, outreach and education by students to the larger community, and reflection on and celebration of progress and achievements. In addition, SSAs may work and collaborate on agency initiatives, like school infrastructure, provide technical assistance and training to diverse audiences and promote campaigns, such as the agency’s Stop Food Waste community outreach campaign, and Carbon Farming projects. School Sustainability Associates work in a fast-paced team environment at schools, at the educational field trip centers, residences, at the agency, and in multiple community venues.

The position(s) receive day-to-day direction from a StopWaste Program Manager and Project Coordinators and reports to work at the StopWaste agency office and/or the Educational Field Trip Centers as assigned. Candidate must be willing to travel to school sites throughout the county on a weekly basis.

View the StopWaste’s school program website at <http://www.StopWaste.org/at-school>

About the Agency

StopWaste is a public agency responsible for reducing the waste stream in Alameda County. We help cities, business, schools and residents reduce waste through source reduction and recycling, market development, technical assistance and public education. We are governed jointly by three Boards, the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council. Staff are employees of the Waste Management Authority. For more information visit www.StopWaste.org.

Selected candidate(s) for the position must be able to provide own means of transportation to travel to and from multiple sites. Employees using their own automobile must provide proof of insurance. Mileage for traveling to and from work sites is reimbursed at a standard rate.

This position is a Monday thru Friday position, including some scheduled evening and weekends classes and events.

Examples of Schools-Based Community Outreach Duties

School Field Trip Instruction and Program Support

- Conduct Education Center field trips for 4th-high school classes located at the Davis Street Transfer Station and Fremont Transfer Station. This assignment reports to the Davis Street Transfer Station in San Leandro, CA, operated by Waste Management Inc. and in addition, the Fremont Transfer Station in Fremont, CA, operated by BLT Enterprises. Field trip program includes using principles and methods of environmental education instruction (provided in training), ensuring that teachers, chaperones and students know and follow safety rules; maintaining appropriate classroom decorum; using age-appropriate examples of reduce, reuse, recycle, and compost with students; assisting with hands-on activities; following a developed curriculum and script.
- Conduct middle school, high school, after school and field trips with multi-level 4th-12th grade groups, until 5:00 pm, as needed.
- Assist with confirming field trips including confirming buses, assembling teacher confirmation packets, copying handouts and acquiring brochures, and communication with teachers or schools.
- Assist with field trip set-up and clean-up including preparing Education Center, activity props, safety equipment, and pre-and post-field trip materials for teachers.
- Assist with ongoing maintenance of on-site worm bins, Biostack compost bin and Bay- Friendly garden as needed.

4Rs Student Action Project instructional support and in-class Teacher Training

- Facilitate, teach independently and co-teach classroom presentations which include: demonstrations of sustainability principles and methods of environmental education instruction, classroom instruction with a variety of hands-on lessons which may include setting up; maintaining and harvesting a worm composting bin; food waste reduction, alternatives to plastic bags, sheet-mulching; conducting classroom and school-wide waste audits; providing age-appropriate examples of reduce, reuse, recycle, and compost for students.

- Facilitate hands-on activities and student-led action projects that encourage the adoption of sustainable behaviors at school and at home by exploring a variety of environmental pathways including food waste reduction, food scrap recycling, Bay-Friendly gardening and other waste reduction topics.
- Assist with classroom set-up and clean-up including preparing participating classrooms, lesson props and visuals, and pre-and post-lesson materials for teachers.
- Order, compile, maintain and distribute classroom materials and kits.
- Assist with Teacher Trainings and other school events.
- Conduct information gathering and research to update classroom curriculum as needed to ensure accuracy and quality of program.
- Assist with marketing of the school programs which includes: visiting schools; preparing mailings; and communicating with teachers.
- Provide activities that engage families in sustainable behaviors through school site and community events based on availability.
- Assist with program development for pilot projects and classroom evaluation process and other tasks as needed.

Classroom & School Sustainability Technical Assistance

- Assist students and teachers with auditing school and home waste streams; and calculating sustainability measures at school and at home using sustainability calculators.
- Assist with providing technical assistance to teachers and providing ongoing maintenance strategies for starting schoolwide green initiatives, such as establishing green teams
- Assist with program development and administrative functions
- Assist with other tasks, such as facilitating social media content for programs and events related to StopWaste School programs as needed.
- Assist school campus community groups in waste reduction projects and participation
- Assist in StopFoodWaste Challenges which include costumed stage performance and/or audio/visual support

Community Outreach

- Assist with community outreach strategic plan implementation of the Stop Food Waste and Carbon Farming in schools and in the community which includes community and member agency workshop presentations and tabling at county events
- Assist with Carbon Farming/Lose Your Lawn project, physically converting lawns to sheetmulch ecosystems in schools, residences and civic landscapes.
- Act as StopWaste ambassador through tabling at agency Community Outreach events like farmer's markets, school events, festivals, lunch-and-learns, and earth day celebrations

Administrative

- Assist with teacher registration process including teacher recruitment, registering and confirming presentations, assembling teacher confirmation packets, copying handouts, compiling program materials, and communicating with teachers or schools by phone, fax or email.
- Enter registrations, evaluation data and other pertinent information into schools database, online evaluation survey, and other logs or spreadsheets.
- Document and report school case studies, quarterly and end-of-year final report.
- Track and document work hours, mileage to and from schools and programmatic expenses incurred.
- Participate in regular meetings, conduct presentations and reporting for Agency staff and external partners regarding Student Action Project and administrative and communication functions connected to the program.

- Provide regular communication with administrators, teachers and parents through in- person meetings, telephone and emails.
- Attend project related trainings.
- Perform phone surveys to past participants and assist in data collection and analysis

QUALIFICATIONS

Depending upon the assigned area, Associates at all levels (unless noted below) are expected to have knowledge of:

- Instructional and training methods and techniques
- Principles and procedures of record keeping and reporting
- English usage, spelling, grammar, and punctuation
- Technical and highly specialized functions of assigned program area
- The Authority's policies, procedures, operations, and programs
- General recycling and environmental protection concepts and related laws and regulations
- Standard and accepted waste management/environmental protection methods and techniques
- Instructional and training methods and techniques
- Methods and techniques of public relations and customer service
- Program evaluation tools and techniques
- Modern office procedures, methods and equipment including computers and various software packages
- Principles of business letter writing, basic report preparation, and/or data base operations and programming
- Basic principles of budget development (Associates II and above)

Ability to:

- Interpret and apply the Authority's policies, procedures, operations, and programs
- Understand the organization and operation of the Authority and of outside agencies as necessary to assume assigned responsibilities
- Independently research, compile, analyze, and prepare a variety of reports
- Independently prepare correspondence and memoranda
- Establish and maintain various data collection, record keeping, tracking, and reporting
- Systems Independently organize and prioritize multiple project assignments, timelines, and project schedules in an effective and timely manner
- Analyze situations quickly and objectively to determine proper course of action
- Employ good judgment and make sound decisions in accordance with established procedures and policies
- Operate a variety of office equipment including personal computers and related peripheral equipment and software applications
- Train, provide direction to and oversight of lower level interns (Associates II and above)
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships
- Provide own means of transportation to conduct Agency business
- Evaluate effectiveness of programs and provide recommendations for improvements
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others

Education and Experience

Consistent with the [Associate I or II job description](#):

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- **Associate I:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, education, computer science, environmental studies, communications or a related field. Experience may be substituted on a year for year basis.
- **Associate II:** In addition to the educational requirements (or combination thereof), one year of experience in business administration, environmental education, environmental studies, computer science, communications or related field.

Licenses, Certifications and other Requirements:

Possession of, or ability to obtain, an appropriate valid California's driver's license if required to drive. Background check required prior to offer of employment. TB test required after hire (at Agency expense).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle in order to visit various meeting sites (if required); vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Depending on assignment, Associates may work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances other than normal cleaning solutions and equipment. Some Associates may work offsite at tabling events, make presentations or provide training and will encounter working conditions consistent with those venues. Associates assigned to the Education Center work within an industrial site and are exposed to noise, dust and odors normally found at a recycling transfer station.

Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Desirable Qualifications

Familiarity with communities in Alameda County, familiarity with current waste management and sustainability issues and practices, ability to speak and write in Spanish or experience working with members of the community who have English as their secondary language. Community Outreach and public speaking skills desired.

Hours and Rate of Pay

Start Date: Positions are available starting Wednesday, September 4, 2019.

End date: no later than June 30, 2020

Pay: \$20.00-\$25.00 per hour

Hours: Between 20-29 hours per week, up to 1,000 hours during the 2019-20 fiscal year ending June 30, 2020.

Occasionally includes early mornings before 8 am, late afternoons, Saturdays, and evening hours; these would be scheduled in advance. There are two-three weeks of unpaid leave during the winter holidays and one-two weeks unpaid during school districts' spring breaks.

Sample Schedule:

Monday	10am – 3:00pm
Tuesday	8am-2pm
Wednesday	11am-5pm
Thursday	8am-2pm
Friday	8am-1pm
<i>*scheduled evening, weekend classes and events not in this sample.</i>	

Application Procedure for Associates:

Applications and correspondence will be accepted through email. Please email the following documents to jobs@stopwaste.org and include the position title **Schools Sustainability Associate** in your cover letter and email subject line.

1. Cover Letter referencing the position title
2. StopWaste Application
3. Resume

The application can be downloaded at: <http://www.stopwaste.org/file/stopwaste-job-application>

Application packets may also be dropped off or mailed to the StopWaste office:

StopWaste
1537 Webster St.
Oakland, CA 94612

Interviews: Interviews will be in person or via Skype.

Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority and Recycling Board, an Equal Opportunity Employer.