

## Event Assistant

### Program Description

Through its Zero Waste Pennsylvania (ZWPA) and Hard to Recycle (HTR) Collection programs, Pennsylvania Resources Council (PRC) is seeking highly motivated individuals to help assist at events in the Southwestern Pennsylvania region. PRC's Hard to Recycle and Zero Waste services help divert waste from the landfill.

### Work Summary

In 2021, most ZWPA events are cancelled due to the ongoing COVID-19 pandemic. As such, most opportunities are with the HTR program. At HTR events, Event Assistants will help unload hard-to-recycle items from attendee vehicles including televisions, computers, appliances, tires, and items of varying size. Event Assistants must be able to be on their feet for 5 hours, capable of lifting 50 lbs, and able to arrange their own transportation to the collection site. All Event Assistants will be required to wear masks and maintain a 6-foot social distance when possible per CDC guidelines.



If ZWPA event opportunities do arise, at these events you will help PRC educate event participants while maximizing the diversion of materials from landfills. ZW Event Assistants serve as ambassadors of ZWPA by educating patrons about Zero Waste and helping them sort their waste properly to maximize diversion. ZW Event Assistants also maintain high quality material in each recycle and compost bin to ensure the material meets third party standards, and are responsible for setup and maintenance of the collection system.

*Pay rate: \$14/hour depending on duties. This is a contracting position and hours are available as needed by events. Contracting opportunities are concentrated from May – September, mostly on weekends and evenings.*

***2021 Event Schedule will be emailed to all contractors in late March, and contractors may sign up for shifts on a first-come first-serve basis.***

### **Typical Working Conditions**

Events are frequently outdoors and subject to weather (rain, sun, heat, cold, etc.). ZW Event Assistants are on their feet for most of the shifts, staffing collection stations and interacting with event participants. Outdoor events are frequently on uneven mixed terrain (concrete, grass, gravel). Standard shifts are between 4 and 8 hours. Contractors may sign up multiple shifts.

### **Essential Duties and Responsibilities: Hard to Recycle Events**

- Unload materials from attendees' vehicles safely
- Place materials in designated loading area per the direction of PRC and vendor staff

### **Essential Duties and Responsibilities: ZWPA**

- Setup and takedown of collections stations
- Installation and removal of all education and directional signage
- Educate event attendees on what-goes-where (compost/recycling/landfill)
- Remove and properly sort visible contamination from sort bins
- Transportation recyclables and compostables via hand cart or motorized vehicle
- Documentation of recyclables, compostables and landfill generated at the event

### **Minimum Education and Experience Required**

- High school diploma or GEP
- At least 18 years of age
- Basic knowledge of, interest in, or experience with zero waste principles, compostable serviceware, commercial processing technology of recyclables and compostables, recycling, sustainability, or conservations. *Basic training available through this program.*
- Demonstrated ability to give direction regarding safety and to implement safety procedures.

### **Minimum Skills Required**

- Leadership, conflict management, and resolution skills
- Ability to be on feet for 4 – 8 hours and lift up to 50 lbs
- Attention to detail
- Written and verbal communication skills
- Ability to manage and prioritize multiple time-sensitive tasks simultaneously in a fast pace work environment
- Flexibility to work weekends and accommodate a highly variable schedule

### **Organizational Background**

Pennsylvania Resources Council (PRC), a 501 (c)(3) non-profit environmental organization, is one of the oldest grassroots environmental organizations (founded in 1939) in the Commonwealth. PRC's mission is to lead and promote individual and collective actions to preserve Pennsylvania's environmental resources for each generation.

**To Apply**

Please send your resume and a brief letter of interest to Emily Potoczny, at [emilyp@prc.org](mailto:emilyp@prc.org) or 412-488-7490 x 3. Please have 1-2 references prepared.

**The Pennsylvania Resources Council is an Equal Opportunity Employer**

PRC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions, mental or physical ability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

**Americans with Disabilities Act (ADA)**

Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.