



Event Assistant

Program Description

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

Work Summary

Event Assistants may assist with two waste diversion programs at PRC.

At Zero Waste Events, you will help PRC educate event participants while maximizing the diversion of materials from landfills. ZW Event Assistants serve as zero waste ambassadors by educating patrons and helping them sort their waste properly to maximize diversion. ZW Event Assistants also

maintain high quality material in each recycling and compost bin to ensure the material meets third-party standards and are responsible for setup and maintenance of the collection system. ZW Event Assistants may also work at Waste Audits conducted by PRC.

At Hard-to-Recycle Events, Assistants will help unload hard-to-recycle items from vehicles including televisions, computers, appliances, tires, and more.

Pay starts at \$15/hour and increases commensurate with performance and hours worked to a max of \$19/hour. Work on holidays is paid at higher rates.

This is a contracted position and hours are available as needed by PRC.

Contractors will be notified of shift availability via email or Sign Up Genius, and will sign-up via Sign Up Genius. Contractors will be selected based on timeliness of sign-up, ability to meet work expectations, and/or prior work experience.

To Apply

Please complete [this online application](#).

Address any questions to Chesapeake First at chesapeakef@prc.org or call (412) 488-7490 x3. Hiring will occur on a rolling basis beginning in March 2024 throughout the event season.





Typical Working Conditions

Events are frequently outdoors and subject to weather (rain, sun, heat, cold, etc.). 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 and/or mixed terrain (concrete, grass, gravel). Assistants are expected to lift up to 50 pounds. Standard shifts are between 4 and 8 hours, and you may sign up for multiple shifts.

Essential Duties and Responsibilities: Hard-to-Recycle Events

- Unload materials from attendees' vehicles safely.
- Place materials in designated loading areas per the direction of staff.

Essential Duties and Responsibilities: Zero Waste Events

- Set-up and take-down 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.
- Transport recyclables and compostables via hand cart or motorized vehicle.
- Documentation of recyclables, compostables, and landfill generated at the event.

Education and Experience Required

- High school diploma or GED.
- At least 18 years of age.
- Basic knowledge of, interest in, or experience with waste reduction strategies.
- Basic training is available through this program.
- Demonstrated ability to follow safety requirements and to implement safety procedures.

Skills Required

- Attention to detail.
- Ability to use email, Google Forms, and/or Sign Up Genius to coordinate shifts.
- Leadership, conflict management, and resolution skills.
- Ability to be on your feet for 4 – 8 hours and lift up to 50 lbs.
- Written and verbal communication skills.
- Ability to prioritize multiple time-sensitive tasks simultaneously in a fast-paced work environment.
- Flexibility to work weekends and accommodate a highly variable schedule that may include early morning and late night shifts.



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.

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.