

## **SOLID WASTE EDUCATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work which involves planning and implementing an educational program geared to promote recycling, composting and solid waste management. The work is performed under the general supervision of the Executive Director, Rockland County Solid Waste Management Authority in accordance with guidelines established by the Authority. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and implements educational programs in solid waste management to further the goals and objectives of the Authority's solid waste management plan, such as recycling and composting;

Conducts tours of the solid waste facilities, and offers educational programs;

Works with schools and community groups to influence public attitudes and behavior with regard to solid waste management;

Solicits, trains and coordinates volunteers for the tours and educational programs;

Designs displays and exhibits to promote the solid waste management plan;

Prepares and edits reports, work plans, news releases pamphlets, bulletins, information articles, photographs, tapes, short radio scripts, etc.;

Represents the authority at meetings, and conducts informational sessions as requested;

Solicits, screens and evaluates new educational materials;

Participates in studies and surveys of educational needs in the community, and evaluates the materials and methods to determine the effectiveness of the various programs;

Works with the Executive Director on statistical evaluation of programs, writing reports, budget preparation, etc.;

Prepares grant applications to appropriate state and federal agencies and others to maximize monies available to the authority;

Works with businesses, industries, and institutions in complying with the mandatory recycling ordinance, reducing wastes, developing solid waste management plans and integrating same with the authority's solid waste management programs;

Collects and maintains files of factual information on the authority;

Answers general correspondence pertaining to agency functions;

Maintains files of newspaper clippings and mailing lists;

May translate less difficult technical writings into layman's language.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the basic principles, practices and techniques of education; working knowledge of everyday solid waste management ideals such as composting and recycling, and concepts of environmental protection; skills in educational techniques and methods of communication; ability to establish and maintain cooperative relations with community agencies and the public.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Education.