



VOLUNTEER SERVICES PROGRAM

Volunteer Position Description

RIVERSIDE COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
Established Date:
Revision Date:

RECYCLING LEADER VOLUNTEER

PURPOSE

To support the Riverside County Regional Park and Open Space District (RivCoParks) mission, vision, and strategic plans, and to help facilitate the implementation and continuation of the RivCoParks Recycles program at District operated sites and facilities.

POSITION CONCEPT

The Recycling Leader is responsible for overseeing all recycling activities at their given site. This includes the collection, sorting, storage, transportation, and redemption of recyclable beverage containers. They may instruct other volunteers and staff in these activities as needed, and act as an advocate for recycling in general. They may be called upon to interact with the public to answer questions relating to recycling or the program, or to deliver interpretive programming to educate and motivate park visitors to recycle. The Recycling Leader reports to the Recycling Coordinator with respect to the status of the program at their site, as well as any difficulties, concerns, or barriers to success.

EXAMPLES OF ESSENTIAL DUTIES

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

- Represent RivCoParks and the RivCoParks Recycles program in a positive manner at all times.
- Read and understand the procedures for collecting, storing, sorting, transporting, and redeeming CRV beverage containers.
- Properly collect, store, sort, transport, and redeem CRV beverage containers as required by their site.
- Properly handle and deliver cash and receipts to the District.
- Read and understand curriculum and interpretive materials provided by the coordinator.
- Answer questions from the public relating to recycling and the District Recycling Program.
- Guide other volunteers, including episodic volunteers, in the above duties as relevant to their volunteer roles.
- Report to the Recycling Coordinator regarding the status of the program on site, as well as any difficulties, concerns, or barriers to success.
- Other duties as needed, including those of other volunteer roles.

RECRUITING GUIDELINES

- Knowledge of simple record keeping procedures and basic arithmetic.
- Ability to read, understand, and apply recycling procedures; work with little supervision.
- Ability to communicate effectively in at least English.
- Ability to understand and explain simple scientific concepts to others (e.g., how natural resources are used to make products we consume.)
- Passion for environmental stewardship, conservation, and sustainability.

OTHER REQUIREMENTS

- Must be at least 15 years of age and physically able to carry out the assigned duties (able to lift at least 30 pounds, able to walk reasonable distances over natural terrain).
- Must possess a valid US Driver's License and complete an Authorization to Drive form (with approval) if the site will require them to drive recyclables to a drop-off site.

PRE-VOLUNTEERING

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).

RIVCOPARKS 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

- Work schedule set by site supervisor
- Provide excellent service to staff and park visitors
- Return loaned supplies and tools
- Provide own transportation to and from the site

SUPPLEMENTAL INFORMATION

To express your interest in this position, go to www.rivcoparks.org, complete and submit the Volunteer Inquiry Form. A member of our Volunteer Services Program will contact you once interest has been

Intro

How many of you have seen the Santa Ana River? How many of you like to hike and camp in Riverside County? Do you ever take water bottles with you? Do you see other park visitors drinking water, soda, beer, and things like that? Let me ask you a question: how many bottles and cans do you think visitors throw away at Park District sites every single year? Five hundred thousand? A million? We actually estimate that our visitors throw out around 1.3 million bottles and cans every year. If you laid all those bottles and cans end-to-end, they would stretch from Riverside to Palm Springs and back again.

For a long time, those bottles and cans would end up in County landfills, and if you know anything about plastic, glass, and aluminum, you know that they won't break down in a landfill. Instead, they'll just sit there for a few hundred to a million years. The RivCoParks Recycles Program is trying to prevent that, but to do so, we need your help.

Things to cover

1. What is RivCoParks Recycles?

A program of the Riverside County Regional Park and Open-Space District, which includes partnerships with other agencies such as the Riverside County Department of Waste Resources and the Riverside County Flood Control and Water Conservation District. It exists to help the District operate in a more environmentally sustainable manner, and to educate the public to enable them to make more sustainable decisions.

Program Mission

To reduce the District's environmental footprint by reducing the volume of recyclable waste that District sites send to landfills, and to educate the public on issues relating to recycling and sustainability.

Program Vision

To help The Riverside County Regional Park and Open-space District set the standard as a model sustainable organization by producing zero waste for landfills and disseminating information that enables other agencies and members of the public to do the same. [Note that zero waste will be defined soon].

Program Values

The health of the land and the communities that share it are of the utmost importance to the District. In order to preserve and improve these assets, this program will exemplify waste reduction, environmental consciousness, and community participation in sustainable practices.

2. Program Goals.

- a. Bring District sites into compliance with AB341 by practicing and documenting source separation of recyclable materials from the general waste stream.
 - i. Define AB341: A California law requiring commercial properties producing more than 4 cubic yards of waste in a week to practice some form of recycling.
- b. Educate the public on issues of environmental sustainability and recycling.
- c. Generate sufficient revenue from recycling CRV material that the program becomes self-sustaining, so that the scope of the program can be expanded to other areas, with the eventual aim of achieving zero waste District-wide.

There's that phrase again: zero waste. What does it mean? This is how it's defined by the Zero Waste International Alliance:

Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use.

Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them.

Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.

This is a fancy way of saying that in a zero waste system, you seek to eliminate waste and pollution. Everything you use is either reused or destroyed in a way that doesn't harm people or the environment, such as by composting. This means you don't have trash going to landfills. None at all. *This is not an overnight goal.* It's like learning a skill. Nobody becomes a doctor overnight, but a med student gets closer and closer to being a doctor every day that they study. Moving toward this goal as a district will be a long and incremental process.

You, as our volunteers, are on the forefront of this effort. In the first phase of the program, RivCoParks Recycles will only be collecting recyclable beverage containers with CRV value (the five or ten cent surcharge you pay when you buy a drink in a recyclable container). When the program is self-sustained, we will move into other areas of waste reduction, continuing to approach zero waste.

Years from now, when RivCoParks is sending zero waste to landfills, when the entire nation is looking at us as an example of sustainable operations, it will have been your work that got us there.

3. The role and responsibilities of a Recycling Leader

- a. [Remind volunteers that they are the face of the program, and the District, even if they are not working in an outreach role.] When working as a facilitator, even though you are not directly working in an outreach capacity, you will still be a representative of RivCoParks Recycles and the Park District itself. Your words, your actions, your enthusiasm for your task will affect the public's perception of not just the program, but of the act of recycling. Part of our goal is to motivate a change in the habits of the community. If we don't represent sustainable practices in a positive light, then we're shooting ourselves in the foot. So, your responsibilities will include remaining positive, even in the face of difficulty or frustration.
- b. The physical work of recycling.
 - i. Recycling Leaders are responsible for doing the actual, physical work associated with recycling. They collect, store, sort, and transport recyclables to designated recycling centers, where they then redeem them for cash. We'll talk about this more in a minute.
- c. Supporting District staff.
 - i. Recycling properly can be very time and labor-intensive. Volunteers' efforts will help us reduce the environmental impact of the District while minimizing additional burden on our staff. Being environmentally friendly is tough. If it was easy, we wouldn't be trashing the planet for the sake of convenience. I know that your jobs won't be easy. That's why I can't thank you enough for participating.
- d. Sustaining the program.

- i. Facilitators will be doing some of the hardest work in the program, and you should be proud because it's specifically your work that helps to sustain the program. The money you deliver will go toward supporting the program's continuation and expansion. The data you deliver will be used to pursue grants and sponsorships that will further fund these things.

4. Procedures

a. Safety

- i. Necessary equipment: Gloves, eyewear.
- ii. Form 30 if driving.
- iii. Proper lifting, don't be afraid to ask for help with particularly heavy bins.

b. Collection

- i. At District sites, staff will determine the placement of recycling bins, and will know the locations of permanent bins. As needed by site staff, Recycling Leaders will check and empty recycling containers. The recyclables collected will be moved to a predetermined on-site storage location.

c. Storage

- i. District sites will have a predetermined location, chosen by site staff, in which to store recyclables awaiting transport to a recycling facility. These locations are selected to prevent sun exposure in plastic, as well as to reduce the risk of theft and animal attraction.

d. Sorting

- i. Depending on a given site's preferences and available storage space, Recycling Leaders will either sort their recyclables on-site, or wait to sort them at the designated recycling facility. Wherever recyclables are sorted, they must be sorted by material type. The types of materials that should be separated and grouped are glass (separated by color: green, brown, and clear), plastic (separated by number. Don't worry, most will be number 1, PET), and aluminum.
- ii. The following containers are *not* subject to CRV: containers for milk, medical food, infant formula, wine, 100% fruit juice in containers 46 ounces or more, 100% vegetable juice containers over 16 oz. Many of these things are recyclable, just not redeemable for CRV. If these materials are accidentally collected, they are to be disposed of with the site's regular waste, or with the site's comingled recyclables if possible and appropriate.

e. Transportation and redemption.

- i. At least once per month, each site's collected CRV beverage containers must be taken to a designated recycling facility and redeemed for cash. A county vehicle may be used for this task, but only volunteers who have completed an Authorization to Drive (Form 30) and had it approved will be permitted to drive county vehicles. If driving a truck, always make sure that recycling loads are safely secured. Bins should be tightly closed and strapped down, and bags should be covered to keep them from falling out in transit.
- ii. All containers must be redeemed by weight, not by count. Keep all receipts. If the receipt you receive must be exchanged for cash, request a second (voided) copy for record-keeping purposes. This is important because we'll be using data from these receipts to calculate just how much material we're keeping out of landfills.

f. Cash handling

- i. The means by which recycling revenue will be delivered to the District will vary depending on existing procedures at a given site.
- ii. If a volunteer will be handling cash on-site, they must complete cash handling training.
- iii. If a site uses a cash register, all cash received from turning in recyclables must be placed in the register, along with the accompanying receipt. This cash must then be accounted for (with all

other cash) on the Daily Cash Reconciliation form at the end of the day. Copies of all recycling receipts must be sent either physically or electronically to the Recycling Coordinator.

- iv. If a site uses manual cash-handling procedures, all cash received from turning in recyclables must be placed as quickly as possible into a cashier bag or safe. An Official County Receipt must be completed each time recyclables are redeemed for cash. This way, the OCR book will always match up with the Daily Cash Reconciliation form. Note on the description line that the receipt is for recycling revenue, and include the receipt/ticket number. The white OCR copy must be kept on-site. The yellow copy will be kept with DCR paperwork. The pink copy will remain in the OCR book. A copy of the receipt received at the recycling facility must be sent either physically or electronically to the Recycling Coordinator
 - v. A given site may not require a volunteer to perform the above procedures, and may instead have staff perform them. In these cases, simply deliver all cash and receipts to the site supervisor, or the person they designate to receive cash and receipts.
- g. Documentation
- i. After each trip to the recycling facility, the volume of beverage containers redeemed and the amount of money received must be recorded on the Site Monthly CRV Recycling Report. This report can be filled out electronically (recommended) or printed out and filled in by hand. At the end of each month, a copy of this form must be emailed to the Recycling Coordinator. This may be performed by the on-site Recycling Leader, or delegated to a Recycling Leader.
 - ii. [Show how to fill out form]. Enter the data from the receipt into the appropriate boxes on the form. Count all types of plastics together. Make sure you use the net weight and not the total weight or the tare weight. You will likely need a calculator for this. The form has tables for four recycling trips in a month. If you make more than this, you're probably bringing in a lot of recycling revenue and we thank you for it. In this case, you can simply use two pages and keep them together.

Things to ask your site supervisor:

1. Where on site am I collecting beverage containers from?
2. Where am I storing the beverage containers that I collect?
3. Will I be sorting the beverage containers that I collect before placing them in storage?
4. Will I be the one transporting recyclables to the recycling facility?
5. Will I be processing cash myself, or will I deliver it to someone on-site? Who will I deliver it to?