



Position Title:

REGIONAL RECYCLING COORDINATOR

Position Description:

POSITION SUMMARY: The Housatonic Resources Recovery Authority seeks to hire a Full-time Regional Recycling Coordinator. This position develops and implements waste reduction and recycling programs through education and outreach and will assist the Executive Director on day to day operations to help meet regional and state material management goals. The Recycling Coordinator will work directly with each member town to enhance education and outreach, improve proper recycling and increase quality of material.

Principal Responsibilities:

- Conducts education and publicity campaigns, promotions and special events to promote recycling programs.
- Works with member town departments, businesses, institutions multi-family complexes and haulers to ensure compliance with recycling laws and other waste regulations and policies.
- Develops, promotes and presents school and camp recycling programs; prepares and conducts presentations on various solid waste issues.
- Will assist the Director in preparing a variety of reports, documents and correspondence; traces tonnage and produces monthly reports; compiles data to meet state reporting requirements for member municipalities.
- Researches grant funding, submits applications and administers recycling grant projects for the HRRRA to support HRRRA educational initiatives.
- Fields calls and emails from the public.
- Participates in state and local organizations dealing with recycling, diversion and solid waste. Develops and assist the Director in waste reduction and recycling legislation.
- Organizes and promotes food scrap diversion and composting activities.
- Assists with the coordination and facilitation of all household hazardous waste events.

Performs other related functions as assigned or required.

Hours for this position: 35 hours per week: \$25-\$28 hour.

This position is open until a sufficient pool of candidates has been obtained. Applications will be accepted until a sufficient pool of applicants has been obtained. To apply for this position, please download and print our application and email to Jennifer@hrra.org

Housatonic Resources Recovery Authority

Old Town Hall, 162 Whisconier Road, Brookfield CT 06804



PLEASE READ BEFORE FILLING OUT THIS APPLICATION

In compliance with the Freedom of Information Act, this application and information contained herein may be considered a matter of public record.

The HRRRA does not discriminate in hiring on the basis of race, color, religious creed, national origin, marital status, age, sex, gender identity or expression, disability or veteran status or any other status protected by applicable law. No question on this application is intended to secure information to be used for such discrimination.

Please return this application via email to Jennifer@hrra.org.

The HRRRA Is An Equal Opportunity Employer

Please answer every question on this application. Type or complete in ink. **Date:**

I. Position(s) applying for or type of work interested in:

II. Personal Information:

Name:
First Middle Last

Address:
Number & Street City/Town State & ZIP

Primary Phone Number: Email:

Are You Lawfully Permitted to Work in the United States? Yes No

III. Availability:

Date Available For Work: Full-Time Part-Time Hours

Would you accept a position which required evening, shift or weekend work? Yes No

IV. Education, Licensing & Training:

High School Education:

Did you graduate from high school or receive a high school equivalency diploma (GED)? Yes No

List High School, if GED, Name of Issuing Authority:

College and Graduate School Information:

Name of School:

School Address:

Number & Street

City/Town

State & ZIP

Major Course: Minor Course:

Degree Earned: Yes No Attending Number of Credits Earned

Degree Type: Associates Bachelors Masters Doctoral Certification

Specialized Training or Classes:

Organization/Company/School:

Address:

Number & Street

City/Town

State & ZIP

Program/Course: Completion Date:

Award Earned: Number of Credits Earned

License and Professional Designations:

Type: Issuing Agency:

License Number: Date Issued: Expires:

V. Work Experience:

In the space provided below, give your employment history beginning with your most recent employer and work back, listing **all previous employers for the past 15 years**. Include any applicable military and voluntary positions. Use additional sheets of plain paper, if needed.

Official Job Title:

May we contact this employer: Yes No Employed From: To:

Name of Employer:

Employer Address:

Number & Street City/Town State & ZIP

Supervisor's Name: Title:

Primary Phone:

Do you Supervise Others: Yes No If "yes" to Supervising others, how many?

Official Job Title:

May we contact this employer: Yes No Employed From: To:

Name of Employer:

Employer Address:

Number & Street City/Town State & ZIP

Supervisor's Name: Title:

Primary Phone:

Do you Supervise Others: Yes No If "Yes" to Supervising others, how many?

VI. References (must not be family and/or related):

1.

Name	Address	Primary Phone

2.

Name	Address	Primary Phone

3.

Name	Address	Primary Phone

CERTIFICATION: I certify the above information is correct and truthful. I realize that falsification of any information on this application may be grounds for rejection of this application, or termination of employment. I give consent for the HRRRA to check with previous employers and personal references and release the Authority, previous employers and personal references from any liability arising from disclosure of information concerning my past employment or personal history. I further understand the acceptance of this form does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment.

I hereby acknowledge that I have read the above statements and understand them.

Signature:

 Date: