



Job Description

Regional Organic Waste Diversion Ambassador

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Resource Recovery Manager - Operations

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Environmental Services

SUMMARY OF POSITION:

The Regional Organic Waste Diversion Ambassador will help deliver the Regional District of Central Kootenay (RDCK) Rural Organic Waste Diversion and Climate Resilient Communities Project. This role supports the RDCK Organic Waste Diversion Program by providing public education and outreach, assisting with operations at organic waste diversion facilities, and distributing resources that help rural communities participate in composting and organic waste diversion programs.

Working closely with the Organics Coordinator, the Ambassador will help complete project goals and deliverables in a professional and timely manner.

ROLE AND RESPONSIBILITIES:

1. Support the administration of organic waste diversion program activities, including processing of residential and commercial applications for incentive and support initiatives.
2. Communicate with the public on the status of their incentive applications.
3. Assist with the distribution of materials and supplies that promote organic waste diversion for rural residents.
4. Assist in the development and delivery of educational content in a variety of formats aimed at improving the general public's access to, and awareness of, RDCK organic waste diversion initiatives and services.
5. Engage with customers at transfer stations and landfills in a safe, courteous, and professional manner to distribute materials and promote organic waste diversion initiatives and services.
6. Develop and distribute engagement materials for use at public events, including displays, posters, handouts, and interactive opportunities.
7. Participate in public events including but not limited to festivals, farmers' markets, and community events, including occasional weekend and evening engagement events.
8. Assist in the implementation of Industrial, Commercial, and Institutional Organic Waste Diversion regulations.
9. Support the operations of RDCK Compost Facilities by assisting in the field-testing of feedstocks and other activities as required.

10. Understand and communicate aspects of the RDCK Resource Recovery Facilities Regulatory Bylaw that relate to organic waste diversion, including accepted and prohibited materials, tipping fees, and sector specific requirements to source separate waste.
11. Maintain a professional and collaborative approach in all communications with the public, staff, elected officials, and other stakeholders.
12. Using data collection tools provided, track engagement with the public, and submit bi-weekly progress reports.
13. Other duties as required.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent. Preference given to candidates with Diploma, or currently enrolled in a post-secondary program, preferably in environmental sustainability or a related field, and/or experience in waste management, recycling, or organics programs.
- Current Basic First Aid
- Satisfactory Criminal Record Check
- Class 5 Driver's License

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability and willingness to learn local government policies and procedures, and the RDCK Resource Recovery Plan.
- Proficient in MS Office 365 – Word, Excel, OneNote.
- Experience with residential and commercial organic waste management systems is considered an asset.
- Demonstrated experience working in the public or not-for-profit sectors, or in public facing roles in private sector organizations is considered an asset.
- General fitness and ability to perform physical tasks, including lifting and carrying 23kg (50lbs), and standing, or sitting for a regular workday.
- Ability and willingness to work in inclement weather and commercial composting and waste receiving and processing environment
- Strong interpersonal skills, with an ability to effectively communicate with people from diverse perspectives and backgrounds. Demonstrated public engagement experience considered an asset.
- Ability to help produce public engagement materials geared towards education and raising awareness.
- Basic understanding of human-wildlife conflict issues, particularly the role of attractant management in reducing conflicts in urban and rural areas.
- Available for some evenings and weekends to attend various RDCK sites and applicable events.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor, and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date