

**CITY OF GLENDALE
VOLUNTEER SERVICE DESCRIPTION**

**(Recycling Assistant)
(Field Operations/Recycling)**

SERVICE SUMMARY: Assist with special events attended. Tours conducted at the Materials Recovery Facility. Occasional special projects in the office to do mail outs or working on programs.

ESSENTIAL FUNCTIONS: To greet and or give a presentation on Glendale's Curbside Recycling Program. Hand out literature. Knowledge of recycling program

TIME COMMITMENT: 3, 4 or an all day commitment-depending on event. Mostly weekend or evening work. Occasional day hours during the week.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of recycling program-but we can train. Public speaking, good listening skills, research and ability to work with the public from adult to children.

WORKING CONDITIONS: Manning a booth, classrooms, halls, open fields

MINIMUM QUALIFICATIONS: Public speaking, able to research and follow up with customer. Ability to drive a city vehicle. Lift up to 50 lbs-