

## **Volunteer: Recycling Coordinator**

Is sustainability your middle name? If you have a passion for sustainability and recycling, along with a valid driver's license and a clean driving record we can use your help in coordinating our metal and rubber recycling efforts.

### **Primary responsibilities:**

- Check in weekly with a member of staff to understand recycling needs for the week.
- Loading /unloading scrap metal and rubber recycling from the shop truck.
- Safely driving the shop truck to/from agreed pickup/dropoff points.
- Coordinate transportation volunteers to collect/drop off the recycling.
- Ensure money, receipts, and records of scrap weights are returned to the Location Director.

**Reports to:** Volunteer Coordinator

**Length of Appointment:** 3 months

**Time commitment:** Schedules vary, but it is likely to be around 90 minutes per week.

### **Qualifications:**

- Physically able to lift heavy bikes, tires, and scrap metal.
- Valid and clean driving license.
- Friendly, honest and trustworthy.
- Supports the mission of the Bicycle Collective.