



Recycling Steward

Position Title: Administrative/Clerical Volunteer

Position Type: Community Office Supporter

Purpose: Volunteer will manage pick up of paper recycling

Location: The Community Office

Key Responsibilities:

- Empty recycling bins from Peace House office suites 208, 211, and 214 into trash bags for easy transporting
- Take the bags of recycling to the center and empty into the appropriate bin
- Track the time that it takes you to perform the task from the time you arrive at the office until your job is complete at the recycling center at the end of each shift. Email Volunteer Coordinator Whitney Atkinson the number at whitney@peacehouse.org so that she can record the data.

Supervised By: The Volunteer Coordinator

Time Commitment: Shifts are 30m to 1 hour - no minimum required

Physical/Age Requirements: Must be able to perform light lifting and be able to walk up and down stairs. Must have own ride to the office and recycling center.

Qualifications: None

Training Required: Volunteer Orientation

Dress Code: Casual