

SUMMER AMBASSADOR

for the Recycling Council of Alberta

The Recycling Council of Alberta (RCA) is a non-profit organization dedicated to promoting and facilitating waste reduction, recycling and resource conservation. Creating awareness and educating Albertans on waste reduction is an important role for the RCA. Over the past eleven years, the RCA has been employing university students during the summer to deliver a range of environmental projects across Alberta.

We require motivated and organized individuals for this project who excel when given autonomy to complete tasks and who love to meet new people. The required qualifications and description of responsibilities for this project are as follows:

Qualifications and Experience:

The following are the qualifications required to submit an application for this position:

- Flexibility to travel all summer, including overnight hotel stays during most weekdays and some weekends.
- Qualified to drive a rental vehicle (i.e., age 21 or older) A driver's abstract will need to be provided if invited for an interview. Driver training is preferred.
- Eligible participant for student funding (must not be over the age of 30).
- Enrollment in a recognized post-secondary environmental, marketing or related technical program as a full-time student prior to May 1st and as a returning full-time student during the 2012/2013 school year (as per provincial post-secondary requirements for full-time status).
- Interest in, and understanding of, environmental issues and programming.
- Excellent time management skills.
- Strong computer skills, regular internet access (also while traveling on-the-job) to check job-related emails.
- Should have cell phone, camera, laptop (with current Microsoft Word and Excel programs) and valid credit card.
- Self-motivated.

Responsibilities include:

- Travel by rental vehicle (supplied by RCA) across Alberta with another Ambassador.
- Daily, weekly and monthly planning to schedule and map out driving routes to complete tasks.
- Completion of weekly, monthly, and end-of-project detailed reports, including giving summary presentations to project partners.
- Data entry of field survey responses.
- Management of expenses and time reporting of different project components.
- Deliver targeted environmental public education messages through communication with businesses, municipalities, schools, the general public and local media.
- Field research into the nature of materials collected through Alberta's recycling programs. Requires physical labour in a waste management environment.
- Wear a mascot costume at parades and various community events.
- Extensive travel throughout the province, requiring the individual to be on the road, and not returning home regularly. As many events occur on weekends, availability to work both weekdays and weekends is required. Workweeks will be based on 40 hours, so when weekend activities are required, alternate weekdays will be provided off in lieu.
- Completion of a First Aid and/or WHMIS course may be required

Additional Requirements: Driving is an essential requirement of this job. Proof of a driver's license and a clean driving abstract will be required if invited for an interview. If a driver's training course has been completed, a certificate will be required. Disclosure of personal vehicle insurance records will be required for rental vehicle insurance purposes.

Salary: \$15 per hour

Term: Four-month project (approximately May 1, 2012 to August 25, 2012).

Location: Ambassadors will be based out of Edmonton and Calgary.

Application Closing Date: March 10, 2012

Please submit electronic application (cover letter and resume) to: info@recycle.ab.ca