

<b>Volunteer Job Title:</b>	Recycling Center Assistant	<b>Job Category:</b>	Recycling
<b>Location:</b>	Recycling Center 5717 Millett Highway Lansing, MI 48917	<b>Schedule:</b>	Tuesday 8 a.m.-4 p.m. Wednesday 12-6 p.m. (Nov-Mar) Wednesday 12-8 p.m. (Apr-Oct) Saturday 8 a.m.-4 p.m.
<b>Level:</b>	Volunteer	<b>Position Type:</b>	Ongoing
<b>Department Contact:</b>	Pat Schieding; 819-2163		
<b>Required Training:</b>	Training is not required. Duties will be assigned upon arrival.		
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Assist Recycling Center Attendant:</p> <ul style="list-style-type: none"> <li>• Unload items from resident's vehicles</li> <li>• Carry items from vehicles to recycling bins</li> <li>• Organize &amp; clean areas of the Recycling Center</li> <li>• Complete other tasks as assigned by the Recycling Center Attendant</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>No specific qualifications or education is required. Volunteers should wear weather-appropriate clothing and bring work gloves, if they own them.</p> <p><b>PREFERRED SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good verbal communication skills</li> <li>• Able to stand for long periods, carry &amp; lift heavy objects</li> </ul> <p><b>ADDITIONAL NOTES</b></p> <p>The Delta Township Parks, Recreation &amp; Cemeteries Department is looking for volunteers to work at the Recycling Center. This position is open to community service workers. If volunteering to complete community service, please fill out two hour log forms (available at the recycling center); one for your organization/parole officer and one for our records. We will keep our copy on file in case your organization calls for verification of hours worked.</p>			
Revised 4/17/2014			