

Recycling Program Manager I | Custer County, Colorado

Part Time (up to 20 hours) | Non-Exempt | Hourly: \$17.00 | Supervisor: Custer County Recycles (CCR) Board

About the Role

The Recycling program manager is charged with the development of a successful county-wide grassroots recycling education and outreach campaign, including events and public speaking. This position is also responsible for accurate reporting to all grantors, as set forth by their contract(s).

This role works closely with the landfill manager to divert waste from the Custer County Landfill.

Responsibilities

- Collaborates with and supervises the recycling operations manager to create a self-sufficient recycling operation.
- Educate volunteers as well as the wider community to reduce contamination in the recycling in order to maximize CCR's profitability.
- Research and procure other grant funding opportunities, including state recycling rebates.
- Submit recycling data to stakeholders as required by grantors per the county's contractual obligations.
- Create and implement county-wide marketing and outreach recycling education campaign, including events, outreach to businesses, religious organizations, and residences.
- Create press releases to local media organizations on a regular basis (at least once a month) to communicate CCR's education and marketing efforts.
- Report and track monthly commodities sold, by weight, along with volunteer hours, (submitted by recycling operations) and report to grantors, as well as the CCR board via the monthly operations budget.
- Report out key highlights of the CCR program, on a monthly basis at the county commissioners' monthly meetings, in addition the CCR Board Chair.
- Report to the CCR board on a quarterly basis, the status of the CCR operations, including immediate communication of any obstacles.
- Other duties as assigned.

Location & Commitments

- Recycling Department of Custer County is based in the Custer County Recycles Building – 2250 Co Rd 328, Westcliffe, CO 81252

Candidate Requirements

- Strong collaboration, leadership, and teamwork skills
- Excellent marketing and customer service skills
- Proficient with appropriate job-related computer & software knowledge

Apply Now

To apply, please fill out the [Custer County Application for Employment form](#) and return it and a resume to the Custer County Human Resources Department (contact information below).