

ASSISTANT SOLID WASTE EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves assisting the Solid Waste Educator in planning and implementing an educational program geared to promote recycling, composting and solid waste management. The work also consists of interfacing and communicating with school age children and other interested groups to educate them on solid waste management programs. The work is performed under the direct supervision of the Solid Waste Educator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with Solid Waste Educator on planning and implementing educational programs in solid waste management to further the goals and objectives of the authority's solid waste management plan, such as recycling and composting;

Conducts tours of the solid waste facilities to school age children and other interested groups;

Works with schools and community groups to influence public attitudes and behavior with regard to solid waste management;

Designs displays and exhibits to promote the solid waste management plan at special events;

Assists the Solid Waste Educator in soliciting, screening and evaluating new educational materials;

Assists the Solid Waste Educator by participating in studies and surveys of educational needs in the community, and evaluating the materials and methods to determine the effectiveness of the various programs;

Assists the Solid Waste Educator when working with businesses, industries and institutions in complying with the mandatory recycling ordinance, reducing wastes, developing solid waste management plans and integrating same with the authority's solid waste management programs;

Prepares and responds to general correspondence pertaining to agency functions;

Maintains simple files and mailing lists.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of techniques to interface with and establish cooperative and effective relationships with children, youth and members of the community; working knowledge of training principles, practices and techniques; working knowledge of everyday solid waste management ideals such as composting and recycling and concepts of environmental protection; ability to present ideas clearly and logically both orally and in writing; ability to address groups effectively; ability to interact effectively with the school-aged children.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher and two (2) years of experience administering and/or implementing a program, instructional class, or activity involving the teaching or training of children or youth; or
2. Graduation from high school or possession of an equivalency diploma and four (4) years of experience administering and/or implementing a program, instructional class, or activity involving the teaching or training of children or youth.

R.C.D.P. (01.21.2009) 10.08.2015 - Job specification may be subject to further revision
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.