

Plastic Recycling Coordinator - Job Description -

Contractor Coordination - working with FGCA staff,

- ensure that the Contractor provides an email monthly update to site coordinators (copy to PR coordinator) by the Monday prior to collection day
- ensure that monthly Contractor reports are filed with FGCA within three days of the collection day
- ensure that the 20% donation for that month is delivered prior to the end of that month
- meet regularly with the Contractor within the contract term (the next meeting is in September)
- negotiate contract renewals
- if necessary, put out an RFP for a new contractor
- seek to upgrade Contractor's performance

Site Coordination – working with site coordinators (who have assumed many of the previous coordinator responsibilities),

- become familiar with the operation of both sites
- assist site coordinators with volunteer recruitment & problem solving
- hold occasional site coordinators meetings to review Contractor performance and develop recommendations for the Environment Committee
- act as liaison with the Environment Committee
- ensure that monthly site coordinator reports are filed with FGCA and shared with the Contractor

Other Responsibilities

- work with neighbouring communities, and with local groups, to develop alternative delivery mechanisms (e.g. sub-sites) to take the load off our two main sites
- promote refuse, reduce and reuse both within the community and the CRD
- meet with CRD and City of Victoria staff to ensure that the FGCA contribution is recognised and that their programs are enhanced in respect to scope and content.
- communicate with our neighbours through PSAs and Moss Rocks Review articles
- meet periodically with FGCA staff to coordinate administrative aspects and recognise volunteer contributions
- maintain financial, volunteer numbers, volume and other records in consultation with FGCA staff
- provide quarterly and annual reports to the Environment Committee
- other related duties