

Job Description – Clean Leadership 2019 Program

Summary of the Program

The Clean Leadership program (formerly Nova Scotia Youth Conservation Corps or Youth Corps) was established in 1989 to provide Nova Scotian youth with training and employment opportunities in the environmental field. This program engages community partners across the province to hire students to carry out work in the summer months that fosters environmental stewardship. The Clean Leadership program provides Nova Scotian youth with green sector work experience, an enhanced appreciation of the environment and their community, and develops skills for life-long learning (including team-building and leadership skills, increased knowledge for future employment and/or education ventures, program evaluation techniques, and the ability to give back to their community and their environment.

Job Title - Program Coordinator

Wage - \$13.25/hr

Summary of Position

The community partner for this Summer Student Intern position through the Clean Leadership program will be the Nova Scotia Adopt-A-Highway Program Association, reporting to the Program Manager. In this position, you will be mainly responsible for assisting the Program Manager in the delivery of the Great Nova Scotia Pick Me Up and Adopt-A-Highway Programs. Your typical day will consist of greeting visitors at the office, collecting and organizing data, assisting volunteers directly with questions over the phone, in person, and via email, working with our partners to assist volunteer cleanups, organize, promote, and attend up to three public based litter cleanup events, as well as creating website and social media content. The successful candidate needs to have experience working with databases-particularly Microsoft Office's Access and Excel, Cloud based drives, and possess great customer service skills-both oral and written.

Community Partner

The Nova Scotia Adopt a Highway Program is a non-profit organization, located in Truro, that enable citizens, community organizations, private businesses, and industry to contribute to a cleaner and more beautiful Nova Scotia by fostering a culture of zero litter. The program provides volunteers the opportunity to contribute by removing litter from our roadsides and local communities. With the recent addition of The Great Nova Scotia Pick-Me-Up Program we are able to assist even more volunteers and ultimately increase the amount of litter removed from our province.

Duties and Responsibilities

- Serve as a first point of contact to volunteers and individuals entering the office;
- Correspond with volunteers via telephone, in person, and via email;
- Work with our partners to ensure volunteers have what is needed to complete cleanups;
- Liaise with Municipalities and Waste Management Regions ensuring smooth delivery of program and addressing issues, if/as they arrive;
- Utilize databases to document, collect, and organize cleanup data;
- Contact volunteers to ensure cleanups were completed and data was captured;
- Type and proofread professional and published correspondence and newsletters;

- Assist in the creation of Social Media and Website content;
- Assist in the documentation of new procedures;
- Work with community partners to successfully plan public cleanup events.

Requirements/Qualifications

- Must be a Canadian citizen or legally entitled to work in Canada;
- Must be between the ages of 15 and 30;
- Must be a full-time student and intending to return to school in fall 2019;
- Is not a member of immediate family of community partner;
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment;
- Be able to work productively as part of a team while responding to feedback;
- Demonstrated interest in future employment in the environmental or 'green' sector is considered an asset;
- Experience working with databases;
- Possess advanced Microsoft Office skills and abilities;
- Exceptional customer service skills.

Working Conditions

In this position you will be experience and be expected to manage: a fast-paced environment; repetitive tasks; attention to detail; tight deadlines; sitting for extended periods of time.

Physical Requirements

Ability to lift 15lb (approximate) boxes containing plastic garbage bag.