



Discovery Center Recycling Coordinator and Facility Custodian

The Discovery Center Recycling Coordinator and Facility Custodian is a corpsmember position. The recycling coordinator will be responsible for overseeing and developing the recycling program at the Discovery Center. The position is responsible for the planning and implementation of a recycling program that consists of beverage bottles, used rubber tires, e-waste and used motor oil. Position is responsible for outreach and education events and partnership development to increase tonnage of recyclable materials collected. The position will be responsible for maintaining collection routes throughout the Big Bear Valley and during Discovery Center concert programs. The recycling coordinator will also be responsible for the general upkeep and maintenance of the Discovery Center facility and surrounding buildings. Recycling coordinator is also responsible for working with staff to set up interpretive programs at the Discovery Center.

Job Duties:

- Manage recycling program under the supervision of the recycling program manager, including scheduling of events with the Discovery Center program coordinator, scheduling off site recycling route pick up, maintain collection records for recycling program, work with staff and visitors to increase recycling program
- Sorts recycling into designated containers and arranges for recycling product pick up.
- Works under the direction of the recycling manager to ensure deliverables are met for the recycling program
- Keeps restrooms in a clean orderly and sanitary condition. Sweep, mops, and disinfects the floor of the restrooms, as well as, cleans, disinfects and sanitize the sinks, toilets, and urinals. Cleans mirrors, vents, doors, and water fountains. Dust ledges and woodwork. Replaces deodorizers, toilet tissue, paper towels, and soap dispensers. Keeps a stock of cleaning materials and equipment needed to do the work, also reports when supplies are low.
- Perform seasonal tasks such as the following: cut/pull weeds, water native plant gardens and trim bushes. Pick up litter from area outside the building and in the parking lot.
- Assist with concert series, including concert set up, restroom maintenance during event, recycling collection and concert clean up.
- Wear personal protective equipment as required. Participates in performance improvement activities. Maintains required reports, checklists, and daily logs.
- Assist, help and cooperate with other SCMF staff to meet the goals of the SCMF

Corpsmember Position Requirements: The Southern California Mountains Foundation Urban Conservation Corps offers young men and women the chance to better their lives. Corpsmembers serve in the Southern California Mountains and become employable citizens through hard work in environmental conservation. Meaningful projects build valuable workforce skills that increase job readiness. The Recycling Coordinator and Facility Custodian is required to be 18-25 years old and will be asked to sign a corpsmember contract.

Position Reports to: Discovery Center Manager



Reporting Location: Big Bear Discovery Center, Fawnskin, CA

Qualifications:

1. Position open to 18-25 year olds
2. Experience serving the public
3. Physically capable of repeated bending, squatting and lifting 50 lbs.
4. Capable of working in adverse outdoor conditions
5. Positive attitude
6. Possess problem solving skills
7. Experience working with youth and volunteers
8. Excellent verbal and written communication skills
9. Demonstrates leadership abilities
10. Self-motivated and capable of working independently
11. Flexibility in working with shifting priorities
12. Driver's license and excellent driving record
13. Vehicle to drive to project sites; mileage is reimbursed
14. Be subject to criminal background check

Pay Rate: Full-time 16 Week Position (May/June – September) with possible extension: 40 hours per week at \$11.50/hour. Weekend work is required; tentative schedule Thursday - Monday; with mandatory evening programs.

How to apply: Send resume, cover letter and three references to Wendy Craig. Position is open until filled. Wendy Craig, Discovery Center Manager, at wrcraig@mountainsfoundation.org

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