

Job Description

Job Title: Program Intern
Reports To: Program Administrator
Status: Part-time (15-20 hours per week)



Job Purpose:

Assist with activities for all Keep the Midlands Beautiful (KMB) volunteer programs and initiatives including the Adopt-A-Highway, Street, and Waterway litter programs, annual, monthly and one-time litter cleanup events, recycling events and programs, and beautification projects.

Essential Duties and Responsibilities:

Program Coordination and Community Involvement:

- Works closely with Program Administrator and Program Coordinator to coordinate efforts.
- Answers phone calls and responds to phone and email inquiries from the general public in a timely manner to address questions related to litter, recycling, and beautification.
- Prepares supply kits for volunteers.
- Maintains volunteer data in Excel spreadsheet.
- Participates in occasional weekend cleanups, recycling events and weekend and/or evening festivals and events.

Public Relations:

- Follows all expectations as outlined in the KMB public relations policy.
- Represents KMB as a professional and champion of the environment.

Fundraising:

- Promotes membership in and donations to KMB as appropriate.
- Assists with KMB's annual Volunteer and Partner Appreciation event.

Reporting and Data Tracking

- Track, record, and help to report data as needed, including supplies, interactions with the community, and report cards to meet KMB, state, and national reporting requirements.

Supplemental Functions:

- Performs other similar duties as required.
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Job Specifications and Qualifications:

Knowledge:

- Knowledge of, or interest in, litter prevention, recycling, beautification, and other environmental issues

Skills:

- Ability to communicate effectively and persuasively, both orally and in writing
- Excellent telephone etiquette skills
- Skilled in the use of Microsoft Office Suite
- Ability to prioritize, multi-task, and work independently
- Excellent organizational skills
- Must be detail oriented
- Strong propensity for teamwork
- Must have a clean driving record and ability to drive a large pickup truck (or be willing to learn)

Education & Experience:

- High school diploma

Licensing and Certifications:

- Valid Driver's License

Working Conditions / Physical Requirements:

- Work is performed primarily in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry bins and boxes containing litter pickup supplies, recycling bins, bags of shoes, parcels, packages, and other items up to 30 pounds.
- Some work (less than 15%) requires working outdoors under extreme weather conditions hosting recycling events and conducting litter pickups on roads and waterways which may require walking up to 2 miles, bending, crouching, grabbing and other physical movements as well as loading and unloading supplies for events. Beautification projects will require the individual to plant trees, flowers, and shrubs with the use of garden tools such as shovels, rakes, etc.

Salary

- **Federal Work Study Applicants Only:** \$15/hour (school pays \$13.50, KMB pays \$1.50) + discount on tuition

This job description is designed to provide an overview of the types of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the only duties and responsibilities. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.