

JOB DESCRIPTION

Position: Reuse/Recycling (Waste Reduction) Intern Date: May 2025
Department: Happy Dancing Turtle
Reports to: Executive Director
Status: Temporary, Seasonal Classification: Non-Exempt
Schedule: 40 hr weeks beginning mid-May through Mid-August (some flexibility)

PURPOSE/POSITION SUMMARY:

Assist HDT on waste reduction and educational activities.

DUTIES & RESPONSIBILITIES:

Essential and other important duties & responsibilities include, but are not limited to, the following:

Job Specific:

- Help coordinate and host swap, fix-it and/or mend-it clinics in the Pine River Area.
- Grow and foster relationships with partners in the waste reduction and recycling space (incl. Cass County Environmental Services and Waste Partners).
- Create educational content related to the R's (Reduce, Reuse, Recycle...Rot, Rethink, etc) that can be shared through multiple media channels and in-person.
- Assist in the completion of a community-wide guide that offers solutions for the recycling of common household items not accepted through recycling drop-off/pick-up locations.
- Explore opportunities to tie-into regional recycling initiatives- possibilities like fabric and boat wrap.

Organizational:

- Work with teammates in a positive, collaborative manner
- Comply with Company policies
- Support the Organization's mission, vision & values
- Share information about HDT through professional interactions
- Perform other duties as assigned or required

JOB SPECIFICATIONS:

Education/Licenses/Certifications & Experience Required

Some higher education; environmental studies or related topic of pursuit highly desirable.

Job Knowledge, Skills & Abilities Required:

- Positive "can-do" attitude and teamwork ethic
- Proficient with technology
- Comfortable engaging with people

- Valid driver's license or ability to get to workplace and partner organizations
- Ability to successfully pass a comprehensive background check

PHYSICAL/ENVIRONMENTAL FACTORS:

Physical Demands:

- Ability to sit or stand for extended periods of time
- Ability to climb stairs
- Ability to lift up to 40 pounds on an occasional basis

Equipment Operated and/or Tools Used:

General office equipment such as photocopiers, printers, computers, etc.

Work Environment:

- Combination indoor and outdoor environment. Program activities may take place at various locations. Some exposure to weather conditions.

APPROVALS:

Incumbent _____
Date

Manager's Signature _____
Date

Human Resource Signature _____
Date

Note: Job descriptions should be reviewed by the incumbent and management on a regular basis. Changes should be communicated to Human Resources. Please note that job descriptions are not designed to cover every duty or responsibility that may be required by the employee and the Company reserves the right to change duties as needed.

HR Use: Benchmark Reference: _____