

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Recycling Education Assistant - Temporary

(Program Assistant I)

General Recruitment

Status:	Two part-time positions available; up to 20 hours/week; beginning in mid-September
Department:	Sustainability Center
Work location:	Metro Regional Center – 600 NE Grand Ave, Portland
Pay:	\$14.55/hour, no benefits
Duration:	Approximately nine months; not to exceed 1044 hours
Application deadline:	August 10, 2009

Position summary

Delivers waste reduction activities to elementary or secondary school students at metro-area schools. The ideal candidate will be a creative, energetic, upbeat and outgoing person, available to work up to 20 hours per week depending on demand for presentations.

Duties include

- Delivers hands-on, interactive presentations about waste reduction, composting, recycling, sustainability and alternatives to toxics to students in grades k-5 or grades 6-12 as a guest presenter at metro-area schools; may often give multiple presentations per day.
- May involve researching and revising or updating presentations and visual aids.
- May market program and schedule presentations with teachers.
- Maintains records on presentation numbers and contacts.
- Performs other related duties as assigned.

Knowledge, skills and abilities

- Knowledge of and commitment to waste reduction
- Experience in delivering educational activities and presentations for children (ages 5-12 or 12-18) in an educational setting
- Ability to maintain records, schedule events, and compile and prepare reports
- Good speaking and youth management skills
- Organized and able to work independently
- Cooperative manner and able to work well as part of a team
- Physical ability to perform duties, including lifting and carrying program materials up to 40 pounds
- Have appropriate appearance and demeanor for working in schools with youth

Requirements

High school diploma or GED (Bachelor's degree in natural sciences or education preferred) and one year of experience working with youth in an educational setting; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Requires driving Metro vehicle to and from off-site locations. Must have valid driver's license and good driving record.

To apply

Send resume and cover letter describing your experience leading environmental education activities for youth, your preference for working with elementary or secondary (middle and high school) students, and your knowledge of and commitment to waste reduction to:

E-mail: Sara.Kirby@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail. Attachments must be in MS Word or PDF format.

Mail: Metro – Sara Kirby
600 NE Grand Ave, Portland, OR 97232

Follow-up

After the application deadline, you can find out the status of this position by clicking on the Recruitment Status Updates link at www.oregonmetro.gov/jobs.

An Equal Opportunity/Affirmative Action Employer