



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

GREEN DEPOT ATTENDANT

ORGANIZATION OVERVIEW

The University Neighbourhoods Association (UNA) is a unique non-profit society created to provide municipal-like services (streets, parks, playfields, playgrounds, community centers, social services and a full range of recreational services) to approximately 15,000 residents living in designated neighbourhoods on UBC Vancouver Campus. At the UNA, we have built a workplace culture centred around creating strong and diverse communities. The UNA is situated on the traditional, ancestral, and unceded territory of the Musqueam people.

The Green Depot ("The Depot") is a repurposing and recycling centre, operating out of Wesbrook Community Centre, and serves residents and other community members within the UNA and UBC.

JOB SUMMARY

As the face of the UNA's Green Depot, the Green Depot Attendant is responsible for providing general customer service, administrative, and operational duties, to contribute to the UNA's efforts to divert waste from landfill and promote responsible item ownership and waste disposal of community members.

This is a term part-time position with a total of 12 hours per week. Shifts will be determined in conversation between the Green Depot Attendant and Sustainability Specialist.

OVERALL GOALS FOR THE POSITION

1. Contribute to landfill waste diversion in the community.
2. Contribute to community education of responsible waste disposal and item ownership.
3. Help with the benchmarking and measuring of waste diversion through the Green Depot.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

1. Greet Green Depot patrons.
2. Continuously learn about repurposing and recycling options to answer questions from patrons.
3. Answer public enquiries in person and educate visitors to the Depot.
4. Help patrons process items to repurpose or recycle.
5. Record and enter data for waste management tracking.
6. Create regular reports based on waste diversion data.
7. Assist patrons by providing information on alternative drop-off locations.
8. Maintain the cleanliness, general appearance, and good working condition of the Depot.
9. Open and close the Depot.
10. Monitor the security of the Depot during hours of operation.
11. Complete special projects and other duties as assigned.
12. Identify areas of improvement and further opportunities for waste diversion in the Depot.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Requirements

- Keenness for sustainability and waste diversion.
- Motivation to educate others about the importance of responsible waste management.
- Eagerness to learn about responsible waste diversion.

Experience requirements:

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- Experience working within and/or coordinating cultural, recreation, sport or community leisure services is preferred.
- Knowledge and experience of responsible waste management is an asset.
- Customer service experience in an asset.

Technical knowledge, skills & abilities requirements:

- Must be proficient with technology, in particular MS Word and Excel.
- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors.
- Able to work independently and as part of a team.
- Able to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- A second language is an asset.

Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates, and implements actions plans, and evaluates the process and results.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.

Application Instructions

Please submit a cover letter and resume to our Sustainability Specialist, Robyn Chan, at robyn.chan@myuna.ca.

Deadline | May 26, 2023

Compensation | \$21.27/hour, plus 4% in lieu of vacation, 12 hours per week on average

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