



## CIVICORPS JOB DESCRIPTION

**POSITION TITLE:** E-Waste Supervisor

**DEPARTMENT:** Recycling

**REPORTS TO:** Recycling Coordinator

**LOCATION:** Oakland, CA

**COMPENSATION:** \$26-\$29/hour (40 hours/wk)

Located in West Oakland, Civicorps is a dynamic non-profit that includes two social enterprises. Civicorps' mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems – the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website: <https://www.cvcorps.org/>

### **POSITION SUMMARY**

The E-Waste Supervisor position is a full-time position that reports to the Recycling Coordinator. The position will be tasked with the execution and refinement of the E-Waste program under a grant from CalRecycle. In addition, this position will contribute to overall success of Civicorps by generating revenue through collection, sales, and events. This position includes both office and in-field responsibilities. The E-Waste Supervisor will also support Civicorps' Recycling Social Enterprise which provides recycling collection services to small businesses, commercial operations and institutions in Oakland and other parts of the East Bay. They will also be a critical member of the team in providing job training to all program participants.



## CIVICORPS JOB DESCRIPTION

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Collection and Programming:**

- Perform and oversee tasks associated with collecting, transporting, and storing E-Waste
- Supervise E-Waste events on a regular schedule - this may include Saturday events in which schedule will be shifted to accommodate
- Monitor, track, and report all activities in manner required by CalRecycle
- Establish and maintain a high level of customer satisfaction
- Assist with managing the efficiency of operations of mixed recyclables collection
- Assist or complete single stream recycling routes, oil site visits and/or oil dock-walks
- Assist in delivery and repairs of carts and dumpsters
- Assist in recycling account audits (SB1383) as assigned

#### **Intern Supervision and Development:**

- Assist with training, supervising, and evaluating Recycling Interns
- Provide leadership and serve as a mentor to all program participants
- Work with Recycling staff to evaluate progress of Recycling Interns as they grow in the program

### **NECESSARY SKILLS, ABILITIES AND EXPECTATIONS**

- Ability to drive large vehicles such as box trucks
- Ability to work some holidays based on rotating schedule with recycling team
- Ability to work occasional overtime and weekends to provide supervision and E-Waste collection services
- Knowledge in E-Waste collection or processing a plus
- Operate vehicles in accordance with Civicorps, Department of Transportation, and all local state and federal laws and requirements

### **QUALIFICATIONS**

- Class C license and a clean DMV record
- High School Diploma or GED (college education and degree a plus)
- Youth development and/or trauma informed care experience
- Skilled in writing reports and business correspondence and able to effectively present information and respond to questions from groups of managers, clients, customers, and the public
- Ability to solve practical problems and deal with a variety of variables in situations where standardization and attention to detail is critical
- Computer skills and ability to use electronic hardware and software



## CIVICORPS JOB DESCRIPTION

- Interpersonal and communications skills necessary to establish and maintain effective working relationships with a wide range of members of the public
- Time management skills and ability to work efficiently and work independently
- Familiarity and comfort with using databases: data entry, running and analyzing reports
- Thrives as part of a team with diverse experience, expertise, skills, and objectives.
- Commitment to Civicorps' mission
- Commitment to serving the East Bay community as well as an interest in stewardship for the environment and working with youth.
- Ability to work in harmony in a community-based organization with a diverse staff, students, families and/or partnerships.

### **EMPLOYEE BENEFITS**

Civicorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, numerous health and wellness programs, employee recognition programs, and much more.

Civicorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care.
- Dental and Vision
- Employer Paid Long Term Disability
- Life, Accidental Death/Dismemberment Insurance
- Health and Wellness Activities
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development

Civicorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and expression, domestic partner status, age, national origin, or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state, and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

### **HIRING PROCESS**

Civicorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all



## CIVICORPS JOB DESCRIPTION

qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

**To apply, please submit a cover letter and resume addressing your qualifications and interest in this position with the subject line “[your first and last name]: E-Waste Supervisor.” No Phone Calls Please.**

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview.

A final offer of employment will be contingent upon reference checks, ability to pass state and federal background checks and to be placed on company vehicle insurance plan (if needed by position). As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to the Civicorps mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.

**NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned.**

For More Information:

Visit the Civicorps website: <https://www.cvcorps.org/join-us/job-opportunities/>