



**Zero Waste Events Coordinator**  
**Seasonal, hourly - Steamboat Spring, CO**

**About YVSC**

The Yampa Valley Sustainability Council (YVSC) is a 501(c)(3) nonprofit organization located in Steamboat Springs, CO (Routt County). Established in 2009, YVSC is guided by the mission, “to serve as a resource and catalyst for building a sustainable community in the Yampa Valley region.” YVSC programs span Energy, Transportation, Waste Diversion, Resilient Land and Water and Community Education and Outreach. In recognition that climate change is the most pressing sustainability issue of our time, YVSC is committed to advancing climate action – actions that reduce greenhouse gas emissions through decarbonization and carbon sequestration and build resilience – throughout our priority areas through programs, partnerships and education.

**Position Description**

The goals of the Advancing Zero Waste with YVSC program are to provide education and outreach to community members and partners to increase waste diversion. This seasonal, part-time Zero Waste Events Coordinator position will be the on-site point of contact and coordinator for events to ensure that Zero Waste services fulfill contractual agreements between YVSC and event planners. Preferred start date is May 24, 2023. Hours will vary based on events scheduled; some weeks may run 15-20 hours while some weeks might not have events, but may require time to prepare materials or finalize logistics.

**Primary Responsibilities**

**Pre-Event**

- Recruit and schedule Zero Waste Crew members and volunteers for events
- Work with Waste Diversion Director to confirm event services and logistics
- Plan, prepare and coordinate event service-related logistics and equipment

**On-Site, During Event**

- Manage Zero Waste Crew members and volunteers for events
- Hands on work during the event to fulfill contractual agreements
- Set up and break down zero waste stations and water monsters
- Communicate with event planner and Waste Diversion Director, as needed

- Assist Zero Waste Crew members with tasks (e.g., weighing materials and placing them in the proper bins)

**Post-Event**

- Cleaning/returning equipment
- Input weight metrics from event for reporting purposes
- Coordinate with Zero Waste Crew as needed

**Requirements for this position include:**

- Willingness to work long hours on evenings and weekends
- Ability to lift 50-75 pounds
- Capable of managing groups of event staff
- Strong communication skills, both written and oral
- Organization and time-management skills
- A valid Colorado driver's license
- Ability to drive a large vehicle (14 foot box truck)
- Willingness to be hands on
- Knowledge and experience with recycling and zero waste helpful

**Desired Qualifications:**

Qualified candidates will possess the ability to handle stressful situations and solve problems, management skills and a can-do attitude. Physical labor and long hours are required. Valid driver's license required.

**Salary/Benefits**

This is a seasonal, hourly position, with a starting hourly rate of \$22.50/hr. Preferred start date is May 25, 2023. Hours will vary greatly based on events scheduled; some weeks may run 25 hours while some weeks might be less than 10 hours. This position does not include benefits or flexible working arrangements.

**To Apply:**

Position is open until filled – early applicants encouraged. To apply, submit a cover letter, resume and three professional references to [info@yvsc.org](mailto:info@yvsc.org).