

Stop 'N' Swap® Event Assistant

GrowNYC

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www.grownyc.org



GrowNYC, a non-profit working for more than forty-five years to improve the environment in New York City, is interviewing qualified candidates for a Stop 'N' Swap Event Assistant with GrowNYC's Zero Waste Programs funded by the NYC Department of Sanitation.

GrowNYC Zero Waste Programs were created in 2006 as part of the Mayor's Comprehensive Solid Waste Management Plan (SWMP) in order to meet the ambitious recycling goals outlined in the SWMP. Working closely with the NYC Department of Sanitation, these programs focus on a wide range of waste prevention, reuse, recycling, and composting initiatives to divert material from landfill or incinerator disposal.

Since 2007 GrowNYC has organized a community swap program, now known as Stop 'N' Swap. These one-day events attract up to 500 participants who are invited to bring clean, reusable, portable items for others to use or simply show up with a tote bag to see what is free for the taking. Any materials left at the end of the event are sorted for reuse and recycling.

Position Summary

Stop 'N' Swap Assistant will support 2 staff and volunteers to ensure that these large and busy events run as smoothly and efficiently as possible.

Responsibilities include:

- Helping with setup and takedown of event space, including erecting tents, arranging tables and posting signage.
- Preparing leftover items for donation or recycling and loading/unloading vehicles.
- Overseeing volunteers in the intake, weighing, sorting, and display of items while helping with those tasks as needed.
- Staffing an information table and conducting general recycling outreach.

Qualifications:

- Strong interpersonal skills, including the ability to interact with the public, resolve conflicts and address questions and concerns in a professional manner.
- Positive attitude, strong work ethic.
- Ability to lift 40lbs.
- Willingness to travel throughout the city to attend weekend events.
- Second language skills strongly encouraged.
- Working knowledge of recycling in NYC a plus.

The position is part-time, 5-6 events per month (often Saturday and Sunday of the same weekend) – 6 to 7hrs per event, typically 10am – 4pm, though exact times vary. Pay rate: \$15/hr.

GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.

Please email resume, cover letter, and two references to Victoria Dearborn at vdearborn@grownyc.org with the subject line "Event Assistant." No phone calls please. Position is open until filled.