

## Waste to Energy Facility Tour Guide/Outreach Assistant

The City of Spokane is accepting applications for the position of Waste to Energy Facility Tour Guide/Outreach Assistant

Please send a cover letter and resume with contact information, education and experience, and valid telephone numbers and email addresses of three references to:

Ann Murphy  
Solid Waste Education Coordinator  
Spokane Regional Solid Waste System (SRSWS)  
221 N. Wall St., Suite 410  
Spokane, WA 99201-0825  
[amurphy@spokanecity.org](mailto:amurphy@spokanecity.org)

Do not send applications for this position to the Civil Service or Human Resources departments.

Applications will be accepted until the position is filled.

This is Temporary/Seasonal position starting February 20, 2012, and ending October 31, 2012. Employee would be eligible for rehire for the next season.

**Nature of Work:** Performs responsible work in the delivery of specific outreach activities for the Spokane Regional Solid Waste System (SRSWS). Duties are varied and require analyzing facts to determine proper action within limits of standard procedure. Most work is subject to checks and controls; however, errors in judgment might cause embarrassment to the City. Employee has regular contact with the public. Work is light in nature, performed under normal work conditions and requires normal attention to prevent errors.

**Supervision:** Employee works under the supervision of the Solid Waste Education Coordinator.

### Essential Job Functions:

- **Waste to Energy Facility Tours:** Tours require the ability to communicate before groups, to answer questions regarding solid waste programs in general and the waste to energy plant specifically, to run audio/visual equipment. Tour guides must have sufficient mobility to conduct a walking tour of the facility and must constantly attend to the safety of those taking the tour.
- **Public Venue Outreach:** Provide staff assistance in the SRSWS booth during community events, school presentations, and other public outreach activities throughout Spokane County. Schedule will involve weekends and evenings.
- **Special Projects:** Coordinates and directs special projects as determined by supervisor (special events, report creation and document writing).
- Employee may be called upon to assist SRSWS staff in a portion of any outreach program.
- May operate a passenger van transporting to and from an event.
- May include light maintenance of WTE demonstration xeriscape garden.
- Performs related work as required.

**Schedule:** Job is part time (about 20 hours per week) with the following parameters:

- **Waste to Energy Facility Tours:** Regular Walk-in tours are offered on Wednesdays and Thursdays at 10 a.m. and 1 p.m. Each tour is approximately 1 ½ hours. Additional tours may be scheduled at other times of day and/or other days of the week (including some Saturdays), with consideration to employee availability.
- **Public Event Outreach:** These activities are usually in the evenings and/or weekends and vary seasonally. Must be able to work a minimum 4 hour shift.
- **Special Projects:** Time will be flexible based on work load and employee availability.

### Requirements of Work:

- Knowledge of, and ability in, planning, coordinating a tour for varying ages.

- Ability to acquire knowledge of the waste reduction, recycling and disposal programs in Spokane County.
- Ability to participate in a variety of outreach activities – answering questions while in a booth, presenting to a school class and/or adult group
- Ability to communicate ideas clearly, both orally and in writing (creating documents, reports and informational sheets using basic computer skills).
- Ability to establish and maintain effective working relationships with fellow employees, students, adult volunteers, and the public.
- Ability to understand, relate to, and lead people of all ages with various ethnic, cultural and socio-economic backgrounds, as well as different physical abilities.
- Ability to establish and maintain an effective relationship with and to communicate ideas and instructions to program participants.
- Ability to follow oral and written instructions and complete activity records and reports.

**Physical Requirements:**

- Ability to see, with or without corrective lenses, well enough to read standard text.
- Ability to effectively communicate at conversational distances and on the telephone.
- Ability to communicate well enough to understand ordinary conversation and interpret questions.
- Enough body mobility, use of extremities, voice control, and strength to lead walking tours.
- Ability to work under adverse conditions, such as: noisy environments, weather (part of tour and some special events are out of doors).
- Ability to be aware of inherent dangers while walking groups through an industrial facility – always cognizant of the safety of the members of the tour group.

**Education and Experience Desired:** Two years of college with course work directed toward the field of education, environmental education, communications or a related field; AND, one year of experience working with members of the public. Experience may substitute for college education on a year-for-year basis; a college degree in Education or Communications may substitute for experience. Applicants must possess a valid driver's license.

**Salary:** \$13 per hour starting, with no paid holidays and/or other benefits.