

## Volunteer Role Description

<b>Position</b>	Recycling Assistant
<b>Portfolio</b>	Advocacy
<b>Supervisor / mentor</b>	Cate Ware

<b>Purpose of the role</b>
Visit the adopted Recycle Station weekly to empty contents, record contents on data collection sheet, deliver contents to nominated recycling providers, and carry out any required maintenance and cleaning to the station.
<b>Tasks and duties</b>
<ul style="list-style-type: none"> <li>• Locate sites for Recycle Stations</li> <li>• Liaise with station builders to prepare new stations</li> <li>• Visit Recycle Station at agreed weekly time.</li> <li>• Unlock station and remove bag. If bag is empty leave inside and record 'no contents collected' for that day.</li> <li>• Replace full bag with empty bag and lock station again.</li> <li>• Check station is clean, tidy and secure before leaving station, and carry out any reasonable cleaning or maintenance as required. If station is damaged to an extent where it needs to be removed from the site and repaired, notify the Location Manager and Project Assistant, who will contact the sign manufacturer about any repairs.</li> <li>• In a secure location record contents from bag on data collection form, including date, number of items and any comments. The items being collected include household batteries, mobile telephone, printer cartridges and CDs and DVDs.</li> <li>• Any items not intended for the station should still be recorded and disposed of suitably and safely. Use the <a href="#">PlanetArk</a> website to locate a suitable recycler or disposer if none are known of.</li> <li>• Arrange delivery of items to nominated recyclers.</li> </ul>
<b>Estimated hours</b>
1-1.5 hours a week. Flexibility required.

<b>Required / desired skills</b>
<ul style="list-style-type: none"> <li>- Good organisational and time management skills</li> <li>- Reliability</li> <li>- Good communication skills</li> <li>- Accurate record-keeping skills</li> <li>- Awareness of Workplace Health and Safety policy and processes</li> </ul>

**Required / desired experience**

- Driving Licence and Vehicle

**Recommended recyclers:**

**For batteries:** Aldi accept AA, AAA, C, D and 9V batteries (both rechargeable and non-rechargeable). More details [here](#) on which batteries are recycled where.

**For mobiles:** [MobileMuster](#) public drop off points include all major mobile phone retailers such as Telstra, Optus, Vodafone, Virgin Mobile, and Samsung stores. More details [here](#).

**For cartridges:** [Cartridges 4 Planet Ark](#) program accepts printer cartridges from [Brother](#), [Canon](#), [Epson](#), [HP](#), [Konica Minolta](#), and [Kyocera](#). Accepted by all [Officeworks](#) and participating [Australia Post](#), [Harvey Norman](#), [The Good Guys](#), [JB Hi-Fi](#), [Office National](#) and [Office Products Depot](#) outlets. Inkjet cartridges, toner cartridges and toner bottles are all accepted. This includes cartridges used in printers, photocopiers and fax machines. More details [here](#).

**For disks:** [SORT Recycling Ltd](#) in Southport accept CDs and DVDs. More details [here](#).

**Anything else:** Use the [Planet Ark materials guide](#) to find out where you can recycle or dispose of other items collected in the station.

**RECYCLE**

