



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS  
JOB DESCRIPTION  
WASTE EDUCATOR - TERM POSITION**

**Position Title:** Waste Educator  
**Department/Division:** Public Works  
**Reports To:** Waste Services Coordinator  
**Subordinate Staff:** None  
**Salary Range:** \$18/hour  
**Classification:** Full-time, Term  
**Revision Date:** September 2018

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**Position Summary:** Works under the direction of the Waste Service Coordinator and working closely with our Communication and IT Coordinators to develop and deliver waste service education and messaging to the residents and business of the Municipality of the District of West Hants.

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## **JOB DUTIES AND RESPONSIBILITIES<sup>1</sup>**

- Analyse waste collection systems and education/enforcement programs.
- Make recommendations to sustain proper waste management and increase diversion of green cart organic waste.
- Develop educational material to implement and promote digital communication through social media and the internet.
- Maximize outreach and access to digital information that is tailored to specific age groups.
- Assist in the launch of our waste sorting app through promotion at public events and encouraging initial usage
- Other duties as assigned

## **JOB CHARACTERISTICS**

### **Work Environment**

The waste educator will be required to travel to different site locations within the Municipality of the District of West Hants and will be in an office environment.

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<sup>1</sup> Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.



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**JOB REQUIREMENTS (KNOWLEDGE, SKILLS, EDUCATION, AND TRAINING)**

**Education & Experience**

- Post-secondary education in environmental studies, communications, science, education or a related field
- Experience with adult education would be considered an asset

**Knowledge, Skills, & Abilities**

- Demonstrated communications skills
- Familiarity with municipal government will be considered an asset
- Working knowledge of Microsoft Office and Adobe Acrobat
- Knowledge of solid waste management programs such as recycling and organics programs
- Demonstrated dedication to proper waste management

**Qualifications of the Clean Leadership Professional Intern Program**

- Must not be more than 30 years of age at the start of the internship (this is due to a specific funding criteria)
  - Must be a Canadian citizen, permanent resident or persons granted refugee status in Canada
  - Must be available to work for at least six months
  - Must not be currently employed as a paid employee at the Municipality of the District of West Hants
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- Must be legally allowed to work according to the relevant provincial and Canadian legislation and regulations
  - Must be unemployed or underemployed
  - Must not be receiving employment insurance for the duration of the internship
  - Must be a graduate of a post-secondary education in science, technology, engineering or mathematics with an environmental focus

**Other**

- A valid Class 5 Nova Scotia Driver's License and access to a reliable vehicle considered to be an asset