



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420
www.mlib.ca

JOB POSTING – RECYCLING CHAMPION

Part-Time Position

18 hours per week

Job Summary:

McLeod Lake Indian Band has an employment opportunity for a Recycling Attendant in conjunction with Land Management and Public Works departments. If you are an individual with a passion for making a difference, who enjoys engaging the public, and has the drive and determination to help build a successful program, we want to hear from you.

Training will be provided.

Duties include and are not limited to:

Maintain and facilitate a high level of administrative and service delivery to the Recycling Program, responsibilities:

- Operation of MLIB recycling storage shelter incorporating community needs; including organization, cleaning and maintenance of the facility
- Greeting the public in a friendly and professional manner, assisting with sorting of recyclable goods, documenting and responding to public enquiries/concerns
- Maintain records and billing activities
- Schedule transport of recycled material
- Prepare and schedule community meetings (prep, notes, minutes, agenda, etc.)
- Monthly reporting to direct Supervisor, and work together to determine expenditures in keeping with the budget (tracking receipts and PO's)
- Work on designing a program in conjunction with MLIB Land Management department to enhance relationships within the community and/or other organizations; to include all age groups
- Prepare and submit proposals to external funding sources where applicable
- Establish and maintain effective communication and liaise with other departments/programs
- Annual cleanups
- Possible joint Earth Day projects with the local schools in Mackenzie
- Other duties as may be required by direct Supervisor



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JOB POSTING-RECYCLING CHAMPION
Opening Date: December 1st, 2021
Closing Date: until filled

Qualifications:

The successful candidate will possess a grade 12 high school diploma or equivalent. Class 5 driver's licence. May have to operate a skid steer. Some knowledge or experience with recycling programs is considered an asset. The ideal candidate must possess strong customer service skills and be able to maintain a cheerful and helpful attitude under busy and challenging circumstances. Effective oral communication skills are needed for this job, as are strong interpersonal and organizational skills. The position will require a good level of physical fitness, agility, strength and the ability to use basic hand tools. The nature of the facility and job is such that the successful applicant must have the ability and willingness to stand and walk throughout the day, as well as work in inclement weather.

Rate of pay will be commensurate with experience. This is a part-time position (4 half-days or 18 hours per week), subject to the operational needs of the department. Should operations circumstances require, the organization might request additional hours of work. The hours of work will be discussed before and during the interview process, as the Band requires some hours during the weekend and some hours during the week (between 9:00 am-3:00 pm), as facilities need to be locked up after hours.

An application letter with completed resume of experience, qualifications and references will be accepted until filled, quoting Recycling Champion to:

Doreen Tiller, HR Advisor
McLeod Lake Indian Band
General Delivery
McLeod Lake BC V0J 2G0
Email: hrdept@mliib.ca
Fax: (250) 750-4420
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Please note that, due to the funding arrangement with Indigenous Services Canada (ISC), applications for this position will be shared, in confidence, with ISC.

Thank you for your interest in this position. No phone calls please, only those under consideration will be contacted for an interview.