e•Scrap Nebraska
Shocking Facts. Smart Ideas. Brighter Future.
a program of WasteCap Nebraska

E-Scrap Recycling Event Volunteer Positions
THANK YOU FOR VOLUNTEERING!

STATION	JOB DESCRIPTION
Event Set-up Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Assist with setting up traffic cones, trash and recycling cans, cashier and weigning stations, signage. Special considerations: Must be capable of lifting heavy objects. Wear leather gloves for hand protection and closed toed shoes. Must participate in training prior to event.
STATION	**JOB DESCRIPTION**
Greeter/Traffic Control Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Greet participants; direct cars to proper lanes; hand out surveys and pencils; determine number and type of items and inform participants of items disallowed. Special considerations: Bring water; wear orange vest; be prepared to stand for long hours; must participate in training prior to event.
STATION	**JOB DESCRIPTION**
Unloader/Recorder Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Remove items from vehicles to be recycled. Place in proper containers as directed by recycling company. Record item weights. Direct participant to take invoice to cashier for collection of fees. Special considerations: Personal protection equipment recommended: orange safety vest, steel-toed or other heavy boots, long pants, safety glasses, leather gloves. Be prepared to stand for long hours and to lift heavy objects. Be familiar with proper lifting techniques. Learn or be familiar with safe clean-up procedures for hazardous e-waste. Must participate in training prior to event.
STATION	**JOB DESCRIPTION**
Cashier assistant Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Assist cashier with calculating fees owed. Special considerations: Be proficient at use of a calculator and basic math skills. Must participate in training prior to event.
STATION	**JOB DESCRIPTION**
Checkout/Traffic Control Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Assist participants with orderly exit of collection site. Collect surveys from participants. Must participate in training prior to event. Special considerations: Bring water; wear orange vest; be prepared to stand for long hours; must participate in training prior to event.
STATION	**JOB DESCRIPTION**
Post-event Clean-up Volunteers needed: ___ Number of Shifts: ___ Duration of Shift: ___ Hours _____	Collect trash, pick up cones, tables, chairs and supplies; sweep and otherwise clean up collection event area until all items are removed from premises. Special considerations: Must be capable of lifting heavy objects. Wear leather gloves for hand protection and closed toed shoes. Must participate in training prior to event.