Volunteer Title: Trees4Trash Assistant

Position Type: Volunteer

Location: Wilmington, NC or willing to travel (Required)

Commitment: anywhere from 5 to 20 hours per week (includes weekdays and weekends)

Description: The Trees4Trash (T4T) assistant will support Plastic Ocean Project through organizing and supervising cleanup efforts for events.

Roles/Responsibilities: (include but not limited to)

- **Event Planning and Preparation:** Coordinate with ED assistant for scheduling public and private cleanup events through POP's Trees4Trash program.
- **Manage event logistics:**
    - Attend cleanup events as the leader or co lead.
    - Maintain inventory of cleanup equipment, ensuring adequate supplies are available for each event.
    - Ensure proper waste disposal arrangements are made for each event.
- **Safety and Compliance:** Supervise volunteers during cleanup events. Ensure safety and compliance with Tree4Trash regulations.
- **Post-Event Assessment and Expansion:**
    - Monitor and evaluate the effectiveness of cleanup efforts and possible areas for improvement.
    - Develop and help implement plans for scheduling cleanup events in new locations or counties.
- **Documentation and Reporting:** Maintain records of cleanup events by providing regular event reports, including pounds of trash collected, volunteer attendance, event recap and any issues encountered.
- **Communication:**
    - Maintain communication with internal team members and external partners for all events.

- Speaking with the general public about POP's mission and importance of the Trees4Trash initiative.
- Nurture relationship with volunteers regarding upcoming events.

Core Skills and Qualifications:

- Organization and Time Management
- Leadership and Communication
- Problem solving skills and attention to detail