



## **2011- Greentern for US Open – Assistance with Recycling and Compost Program**

### **Sitewide Coordinators (2 Greenterns)**

Main responsibilities include assisting the USTA Environmental Consultant with the recycling and compost programs during the US Open (August 29 – September 11, 2011) throughout the USTA Billie Jean King National Tennis Center. Specific duties include:

- Conducting visual inspections of loading docks and trash compactors to ensure waste is properly segregated for recycling and composting.
- Conducting inspections of the offices to ensure white paper recycling is properly conducted.
- Monitoring trash and recycling bins throughout the stadium grounds.
- Communicating any issues or problems encountered with the recycling programs.
- Identifying any opportunities to improve the collection and management of recyclables and compost.
- Visiting the transfer stations to observe where and how the recyclables are separated and packaged for recycling.
- Communicating with site personnel (e.g., cleaning contractors, USTA personnel, green task force members) to identify any issues with the recycling program.
- Providing guidance on the proper recycling and composting procedures.
- Preparing daily de-briefs of observations, problems encountered, and improvements made.
- Perform other duties as assigned.

### **Kitchen Coordinator (1-2 Greenterns)**

Main responsibilities include assisting the USTA Environmental Consultant with the recycling and compost programs during the US Open (August 29 – September 11, 2011) within the kitchen and restaurants. Specific duties include:

- Work with kitchen staff to facilitate compost and recycling collection in kitchens.
- Communicating any issues or problems encountered with the recycling and compost programs.
- Identifying any opportunities to improve the collection and management of recyclables and compost.
- Providing guidance on the proper recycling and composting procedures.
- Preparing daily de-briefs of observations, problems encountered, and improvements made.
- Perform other duties as assigned.

**To apply, please email your resume to [pamd@15minutesinc.com](mailto:pamd@15minutesinc.com) no later than August 24, 2011.**