



Indiana Recycling Coalition

500 Festival Volunteer Position Description



Position Title: Recycling Ambassador

Purpose: The purpose of this volunteer position is to assist the Indiana Recycling Coalition staff in facilitating a highly visible and effective recycling program at the 500 Festival's OneAmerica Mini Marathon and Chase Kids Day. The materials to be captured for recycling or composting are cardboard, aluminum cans, plastic water bottles, banana peels.

The IRC is seeking 40 volunteers for the Mini Marathon and 8 volunteers for Chase Kids Day.

Event Details:

OneAmerica Mini Marathon

Saturday May 6, 2017

7:30am – 12:00pm

[Military Park](#) (click for map)

Chase Kids Day

Saturday May 13, 2017

12:00pm – 4:00pm

[Monument Circle](#) (click for map)

Key Responsibilities: Educate, Monitor, Empty, Transfer, & Have Fun!

Mini Marathon on May 6th Shift Times: 1st 9:00am – 12:00pm and 2nd 12:00pm – 3pm

- **Set up** the two large composting areas with bins, flags, and signage
- **Educate** marathon participants and attendees what is recyclable, compostable, and trash
- **Walk around** Post-Race Party Park with compost containers to collect banana peels from runners
- **Empty bins** and **transport** material to large blue open top containers and provide new bags for bins
- **Monitor** and correct contamination in recycling and composting bins
- **Tear down**, clean up, and load materials at end of day
- **Bananaman/woman** – one person per shift to wear banana suit to promote composting

Chase Kid's Day on May 13th Shift Time: 12:00pm – 4:00pm (8 volunteers needed)

- **Help staff** IRC educational booth and run games for booth visitors
- **Set up** recycling stations and signage and **co-locate** them with trash cans
- **Educate** Kid's Day participants and attendees what is recyclable, compostable, and trash
- **Rookie Run (12:30pm – 3pm)** – collect water bottles from participants
- **Empty bins** and transport material to large blue open top containers and provide new bags for bins
- **Collect** recyclables from vendors and Rookie Run Participants
- **Monitor and correct** contamination in recycling and composting bins

Desired Volunteer Attributes:

- An interest in recycling or sustainability
- Ability to stand for 4 hours and carry boxes weighing 20 pounds
- **Must** be 16 years of age or older

Dress Code:

Please wear closed toed shoes and long pants or shorts of reasonable length. IRC will provide volunteer t-shirts to wear while at the event. Wear sunscreen or bring a hat if you are sensitive to sunlight.

Check-in:

At Mini Marathon: Upon arrival, please sign in and report to the volunteer coordinator for further instruction.

At Chase Kids Day: Upon arrival, please locate the Indiana Recycling Coalition booth, sign in and report to the volunteer coordinator for further instruction.

Primary Contact: Emily Jackson, Program and Events Coordinator, IRC, 317-340-8066

Secondary Contact: Jean Miller, Director of Administrations, IRC, 317-632-5915

Other important information: *Please read through our volunteer policy on our website.*

A great volunteer would:

1. Eat beforehand.
2. Arrive for his/her shift promptly
3. Read through all relevant information
4. Ask questions if confused
5. Smile and enjoy themselves!
6. Call the IRC office (317) 632-5915 or email emily@indianarecycling.org well in advance if she/he cannot make a shift they signed up for

Parking: Volunteers will get free parking passes to a nearby lot! More details to come