

## **Ohio Gulch Volunteer Description**

*First, we want to share our gratitude for considering volunteering and helping us to build a stronger healthier economy and environment.*

*Shifts available Monday-Saturday/4 hour shifts*

**Volunteers need to always be appropriately dressed for the weather and safety, ie, gloves, jacket, hat, sunscreen, etc.**

**All waivers must be signed prior to volunteering.**

### **Opening Procedures:**

1. Check in @ weigh station and let staff at Recycle Center know you are on site and available to receive donations. Also ask if there are any questions or concerns.
2. Open Office (Trailer) – Clean table, put out banner, open door and latch open.
3. Check surroundings for donations and cleanup site, trash, etc.
4. Open back of truck, ie lift gate
5. Start big truck and let run for 30 seconds.

### **While on site and working:**

1. Drive up to C&D lot to view what is being disposed of and make a list of the items. Take pictures as well
2. Monitor vehicles coming through the weigh station and going up to C&D Lot. Take note of the names of the companies (if able). Write down names on the daily sheet.
3. Help pick up trash around perimeter.
4. Watch for improper dumping and report to weigh station.
5. Assist at Recycle Center, help people to dispose of the recycles properly.

### **Closing Procedures:**

1. Close up big truck, leave keys in truck DO NOT LOCK
2. Close Office- shut off heat, put away any marketing materials brought out, take trash out of office
3. Check surroundings to ensure nothing is left out/behind
4. Fill out notes for daily activity. Suggest any company that needs to be contacted to share about our recycle program.
5. Send email to [tammy@thebmts.org](mailto:tammy@thebmts.org) with updates/concerns/suggestions.

Additional functions made be added upon consideration and approval of BMT, SISW, and Blaine County Ohio Gulch

***Thank you for your service and support!***