POTENTIAL SITE COORDINATOR RESPONSIBILITIES

VOLUNTEER RECRUITMENT

• Recruit volunteers from community to participate in cleanup
• Work with LL&W to manage registrations online (if applicable)
• Serve as community liaison for incoming, current volunteer – field questions.
• Announce cleanup to local civic groups, churches, schools, conservation groups, personal contacts, etc.
• Distribute posters/flyers throughout community
• Seek support from city council, mayor’s office

SITE SELECTION

• Help scout out area needed for cleanup
• Work with local boater to scout areas in need of clean
• Record cleanup areas on map
• Flag/mark areas so boat drivers can see on day of cleanup
• Become aware of any hazards within the area
• Determine difficulty of areas—i.e. kid friendly, in need of large equipment, etc.
• Identify if permission is needed to utilize park, boat ramps
• Are there restrooms nearby? Or do portable toilets need to be rented?
• Help attain all permits necessary

DISPOSAL

• Identify disposal facilities - Local Solid Waste Commission/Landfill, Dumpster Companies, Scrap Yards, Tire Disposal - Check out Bridgestone’s Tires4ward Program, Recycling centers
• Find volunteers who would be willing to use their truck or trailer to haul tires and scrap metal to facilities
• Request donated or discounted disposal fees*

SUPPLIES - Help attain and organize supplies for event including (Request donations for or borrow supplies)

• Water / Coolers
• Lunch/Snacks
• Bags (LL&W)
• Gloves (LL&W)
• Shovels, axes, pry bars, etc.
• Sunscreen, Bug Spray
• First-Aid Kits
• PFDs (if applicable)

**POTENTIAL SITE ROLES** - Recruit people to help with specific tasks

- Safety Coordinator-to give presentation before cleanup and oversee during cleanup
- Recognition-someone to give introduction and thank you’s before and/or after cleanup
- Photographer-to record event
- Garbage Log-someone to tally up garbage statistics
- Registration-to help people sign in, sign liability waivers, provide supplies, etc.

**OVERALL LOGISTICS**

- Help to ensure all duties are being followed through
- Serve as liaison with community volunteers
- Assist with logistics of boat ramp, directions, lunch area, etc
- Provide LL&W with accurate garbage/volunteer stats post cleanup
- Site Coordinators are required to provide volunteer numbers TWO WEEKS in advance to GMRC Project Leader so that supplies can be received in a timely fashion and no added costs on shipping accrue. Site coordinators will be charged shipping expense otherwise.

**RECRUIT BOATS (OPTIONAL)**

- Find boat owners to volunteer time and use of boat
- Recruit SAFE AND RESPONSIBLE boat drivers for day of cleanup
- Ensure they have proper # of life jackets for volunteers
- Have help pre-scout for garbage before cleanup
- Make aware of safety issues, policies, etc. (LL&W will provide info for this)

**FUNDRAISE (OPTIONAL)**
Solicit donations (monetary and in-kind) from local companies, businesses, and individuals (items such as dumpsters for disposal, lunch, bottled water, etc.)

**MEDIA (OPTIONAL)**

- Work with local media for cleanup promotion
- Be available or assign someone to be interviewed on day of cleanup