

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