

Guidelines for the Education Coordinator Endowment Fund

The Education Coordinator at the Centre County Recycling & Refuse Authority is responsible for educating residents, students, businesses, institutions, groups and organizations on proper recycling practices. Education is an important component to the Authority's daily operations and helps to ensure quality and high quantity of materials received. The Endowment Fund will help to keep the current and future education programs running and keep the recycling word out in the community. The duties of the Education Coordinator are listed below.

- Produces a quarterly newsletter, "Centre County Recycles", over 40,000 copies of which is distributed throughout the County inserted into the Centre Daily Times, Phillipsburg Journal, The Centre County Gazette as well as sent to all municipal buildings (this has been published since 1991).
- Provides outreach to all schools, including a tour of the recycling center for all fifth graders in the State College Area School District, third graders in the Bellefonte Area School District, kindergarteners in the Penns Valley Area School District, and second graders and seventh graders in the Philipsburg/Osceola School District. In addition, the Authority's brochure is handed out to all visiting students. A curriculum was developed with assistance from other counties for elementary age children.
- Distributes brochures to all new residents describing the recycling program and all other aspects of solid waste management, special events, including Household Hazardous Waste Collections and our new permanent electronics recycling site. These brochures are also available at all municipal offices in the County and are also given to private haulers for distribution.
- Partners with State College Borough to distribute our brochures to 3,500 residents in the Borough
- Maintains the Authority's website, www.centrecountyrecycles.com, which is linked to from various municipal websites and is referenced on all printed materials and advertisements. Our website contains information all inclusive of our recycling program.
- Places advertisements in the local newspapers, the Centre Daily Times, the Clearfield Progress and the Lock Haven Express, local radio stations, and other venues are also used extensively for recycling education, especially in the case of a special collection event. Purchases advertising in many local and community publications including, but not limited to: the local Chambers of Commerce Business Guides, Scouting magazines and newsletters, teener league baseball programs as well as on various websites.
- Presents hundreds of recycling programs/tours to civic organizations, schools, religious groups and agricultural Granges throughout the County. Support to municipalities wishing to enact "no-burn" ordinances or curtail burning through recycling is also offered.
- Provides commercial recycling education throughout Centre County with an emphasis on mandated communities is accomplished again, by the Centre County Recycling & Refuse Authority. Meets with landlords, property management firms, tenant organizations, restaurant and bar managers, student groups, and fraternities to assure proper handling of recyclables for the commercial program.
- Provides outreach including appearances at community groups, such as Rotary and Kiwanis, waste assessments, program analysis, WasteCap programs and ordinance enforcement. The CCRRA WasteCap program, through the County recycling coordinator provides waste assessments and program development and analysis for Centre County businesses.
- Gives many tours of the Authority's Interpretive Center, a green building, utilizing recycled content material in its construction, the Interpretive Center was built to be a "hands on" laboratory not only for school children in grades K-12, but college students and the general public as well. The Interpretive Center houses changing displays featuring "Buy Recycled"

exhibits, HHW exhibits, and a permanent exhibit featuring a landfill model. In the interest of public/private cooperation, the landfill model was built and donated by Waste Management, Inc.

- Creates recycling posters and packets for area businesses and organizations.
- Creates and attends our annual Roving Recycling Review to reward residents for their recycling efforts.
- Works with the various private and public sector partners on various recycling competitions and programs.
- Partners with State College Borough and Penn State University to work on the food waste composting program in the County.
- Writes a monthly column for the local newspaper – the Centre Daily Times. Also manages all aspects of social media including Facebook, Twitter & Instagram and sends monthly email updates to over 700 residents.