



Facilitator Job Descriptions

All Facilitators will:

- Promote Ready, Set, Recycle!
- Need to have easy email access and be comfortable with email correspondence
- Not have to attend any meetings – all correspondence may be done by email

The District Facilitator (one in IDE and one in IDW) will:

- Serve as contact person with M. L. C. Enterprises
- Report to the District Board of Directors
- Share information received with M. L. C. as needed
- Keep a current list of Zone Facilitators
- Field questions from Zone Facilitators

The Zone Facilitator (one per Zone) will:

- Accept requests for prepaid FedEx shipping labels from Society Facilitators and/or other entities needing them
- Request shipping labels from M. L. C. and forward labels as requested
- Keep a current list of Society Facilitators and forward changes to District Facilitator
- Field questions from Society Facilitators

The Society Facilitator (one per Society) will:

- Promote and publicize the Ready, Set, Recycle! program
- Assist in collecting recyclable items
- Oversee packing items for shipment according to specifications
- Request shipping labels from Zone Facilitator when a box is full and packed
- Place labels on boxes and ship to recycling company according to specifications