

**SO,
YOU WANT TO BE A**



**CLEAN-UP
COORDINATOR**

Office of Neighborhood Services



CLEAN-UP COORDINATOR OVERVIEW

Clean-up Coordinators serves as the main contact for clean-up related events for their **neighborhood council**. Neighborhood clean-ups can manifest as disposal pass information sharing, small, volunteer-led park clean-ups, a neighborhood drive through waste removal event, or an additional trash collection day for neighborhood residents. Clean-up Coordinators are directly supported by the Office of Neighborhood Services (ONS) Clean-up Coordinator staff contact.

Support includes a once-a-year Clean-up Coordinator training, on-going question and answer communication, offered suggestions, event planning support, etc.

The time commitment for a Clean-up Coordinators differs by neighborhood council, but generally the commitment can be summarized into 20 hours/ year.

- 1.5 hours – Clean Up Coordinator Training
- 8 hours for event planning
- 10 hours for answering neighbor questions via phone/ email
- 0.5 hours sharing pre-event details and post-event details at neighborhood council meetings



CLEAN-UP PROGRAM TIMELINE



CLEAN UP COORDINATOR POSITION DESCRIPTION

(Adapted from Audubon-Downriver Neighborhood Council)

Overview / General Purpose

On behalf of Neighborhood Council, organize neighborhood clean-up events per Office of Neighborhood Services (ONS) guidelines.

Position Role and Responsibilities

- Position is appointed by neighborhood council executive team member(s) or council membership.
- Primary contact for annual clean-up services funded by the City of Spokane.
- Attend orientation meeting(s) facilitated by ONS regarding annual clean-up program.
- Inform board members of clean-up program deadlines and requirements.
- Inform membership of scheduled clean-up program activities (e.g., disposal passes, roll-off events, curbside pick-up events).
- Organize clean-up events, including scheduling, volunteer recruitment and training, marketing, implementation, and day of event lead.
- Submit application for clean-up program in a timely manner.
- Review and approve clean-up event mailer.
- Ensure that neighborhood clean-up events conform to ONS requirements and program best practices.
- Field phone calls and emails related to clean up event(s).
- Identify clean-up events that best match the needs of neighborhood residents.
- Utilize the maximum funding provided by ONS for clean-up activities.
- Increase membership through marketing and implementation of clean-up activities.
- Learn about the beautification needs of neighborhood and share information at neighborhood council meetings.
- Work with ONS and Solid Waste to plan volunteer park clean-up events for neighborhood

Liaison to Spokane City Departments

- ONS
- City of Spokane Solid Waste Department
- COPS Shop (if applicable)

