

Campus Re Store & WYMO (“When You Move Out, Don’t Throw It Out”) Student Coordinator

“When You Move Out, Don’t Throw It Out” (WYMO) is one of BGSU's largest and longest running community service projects, benefiting over two dozen charities annually, and hundreds of individuals, including local food pantries, shelters, service agencies, and non-profit organizations in need. WYMO collects donations of clothing, food, personal items, electronics, household items, books, toys, sporting goods, games, small furniture, decorations and cleaning supplies. Virtually anything that anyone moving out of their residence hall or apartment is willing to donate.

This position involves a number of duties and responsibilities in connection with the successful operation and promotion of WYMO on campus as a viable and well-known initiative, with a solid base in environmental sustainability through waste-stream diversion. The position is supervised by the Sustainability Manager in the Office of Campus Sustainability.

Specific Job Responsibilities Include:

- Design and implement a detailed plan for promoting, advertising and marketing the WYMO program to increase its visibility and participation. Manage the execution of the plan;
- Sorting and organization of goods in the back of the Re Store into respective categories for donation or shelving in the Re Store. Determining if items should be recycled rather than kept;
- Create a plan for the organizational structure and staffing of the WYMO program, including the recruitment and scheduling of volunteers, determining collection/pickup times during Finals Week and the week following, and coordinating the storage of donated items;
- Collaborate with Residence Hall staff to ensure effective and efficient collection during move-out times. Ensures high-levels of landfill diversion when students move out;
- Facilitate various WYMO and Re Store volunteer projects throughout the year such as collecting and organizing donations and staffing Re Store open events; using BGSUServes;
- Communicate with local charities and non-profits to determine where collected goods will be best donated and facilitate the process;

During the academic year, interns will plan for and advertise all the Re Store open events and recruit volunteers. Interns will then spend the end of Fall and Spring Semesters coordinating WYMO. Use of various platforms such as BGSUServes, Campus Updates, social media, and more will be required.

This is a paid internship. Position may begin late August and will run throughout the academic year. There is the potential for summer employment as well. Ideally, interns for Fall Semester will start in May and work over the summer to sort donations and coordinate charitable donations from the previous WYMO.

To apply, complete application online through the Career Center's "Handshake" system. To access Handshake, go to MyBGSU > Career Center > Handshake > search "BGSU Campus Sustainability". Find the posting for the Campus Re Store and WYMO Student Coordinator. Be sure to attach your resumé and cover letter with your Handshake application.

This position may also fulfill academic requirements for internships (with approval of student's academic department). The Re Store/WYMO Student Coordinator is expected to work at least 15 hours a week. Must qualify as a driver of university vehicles.

For any questions, please contact Dr. Nick Hennessy, Manager in the Office of Campus Sustainability, at greenbg@bgsu.edu