

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.
- Create a plan for the organizational structure and staffing of the WYMO program, including the recruitment and scheduling of volunteers, determining collection/pickup times, and coordinating the storage of donated items.
- Collaborate with residence hall staff to ensure effective and efficient collection during move-out times.
- Communicate with local charities and non-profits to determine where collected goods will be best donated.
- Organize, advertise for, and implement a 2-day “thrift sale” on campus with donated items being made available to students, faculty and staff. Coordinator must be present for the sale.
- Facilitate donation process with charities and other non-profit organizations.

This position can be arranged as a paying position for spring semester, 2019 or as a for-academic credit internship (with approval of student’s academic department). Hours of academic credit are to be arranged between student intern and academic department advisor, consulting with Sustainability Manager as on-site supervisor. The Student Coordinator is expected to work approximately 15 hours a week. Must qualify as driver of university vehicles.

To apply, email resume and cover letter to greenbg@bgsu.edu. For any questions, please contact Dr. Nick Hennessy, Manager in the Office of Campus Sustainability, at the same email address.