



### Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for nearly 30 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in the Clear Lake area of Houston, approximately 25 minutes south of downtown. To learn more about the Galveston Bay Foundation, please visit [www.galvbay.org](http://www.galvbay.org) or find us on social media.

<b>Position Title:</b>	Oyster Shell Recycling Assistant
<b>Reports to:</b>	Habitat Restoration Coordinator; Program Technician
<b>Classification:</b>	Part-time – Mondays, Wednesdays, and/or Fridays (4-6 hours/day)
<b>Pay Rate:</b>	Minimum \$12.00/hour
<b>Start Date:</b>	May 2017

**Summary:** The Galveston Bay Foundation (GBF) seeks a part-time assistant for the Oyster Shell Recycling Program. Through this program, GBF reclaims shucked oyster shells from local restaurants and sun-cures the shells in preparation for reuse in local oyster reef restoration efforts around Galveston Bay. To learn more about the Oyster Shell Recycling Program, please visit <http://www.galvbay.org/oysters>.

### Specific Duties

*Assist with Oyster Shell Recycling Program operations including but not limited to:*

- Collection of 32-gallon recycling bins containing shucked oyster shells from Clear Lake, San Leon, and Kemah area restaurants with a truck and trailer
- Transportation of recycling bins (containing oyster shells) to storage sites in Clear Lake and/or Texas City via truck and trailer
- Return empty bins to restaurants via truck and trailer
- Assist with maintenance of shell recycling equipment and storage unit
- Data entry and documentation associated with oyster shell collection

*Additional Opportunities:*

- Assist staff with volunteer Oyster Reef Restoration Workdays & Oyster Gardening Events
- Assist staff with annual GBF events such as Marsh Mania, Bay Day, and Bike Around the Bay
- Cross-train with the Education Team

### Qualifications

- **Must have experience driving a full-sized truck**
- **Must have experience and competence with connecting, hauling, and maneuvering a trailer up to 16 feet long**
- **Must have a valid driver's license and clean driving record**
- Ability to physically lift up to 100 pounds from ground level to trailer (or truck bed) and pull a rolling recycling bin weighing up to 200 pounds
- Availability on Mondays, Wednesdays, and/or Fridays

**To apply, email your resume and cover letter to [hcarter@galvbay.org](mailto:hcarter@galvbay.org) by April 3, 2017.**