

Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for over 35 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 Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position Title:	Oyster Shell Recycling Assistant
Reports to:	Habitat Restoration Coordinator
Classification:	Part-time – up to 30 hours/week (5-8 hours/day, 3+ days/week) *Must be available Mondays, Wednesdays, and Fridays
Pay Rate:	\$15.00/hour
Start Date:	September/October 2024

Summary: The Galveston Bay Foundation (GBF) has an immediate opening for a part-time assistant for the Oyster Shell Recycling Program. Through this program, GBF reclaims shucked oyster shell from local restaurants and sun-cures the shell 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

- Safely operate the following equipment on a weekly basis:
 - ½-ton pickup truck (Ford F-150) and 12-foot landscape trailer
 - 2-ton, Class 6 truck (Ford F-550) retrofitted with a dump bed and lift arm
- Collect 32-gallon recycling bins containing shucked oyster shell from Clear Lake and Houston area restaurants with a truck and/or trailer
- Transport the collected oyster shell to storage sites in Pasadena and/or Texas City
- Empty full bins of shell (weighing up to 200 lbs/bin) at storage sites according to established protocols
- Promptly and accurately enter data associated with oyster shell collection
- Assist with upkeep of shell recycling equipment, supplies, and storage units
- Assist with volunteer-based reef restoration, oyster gardening, reef monitoring as needed

Required Qualifications

- **Availability on Mondays, Wednesdays, and Fridays;** some Tuesdays and Thursdays as needed
- **Must have a valid Class C driver's license at minimum and clean driving record**
- **Must have experience and competence driving a full-sized truck**
- Ability to physically lift up to 50 pounds
- Ability to pull a rolling recycling bin weighing up to 200 pounds

Preferred Qualifications

- Proficient with Microsoft Office software, particularly Excel
- Experience connecting, hauling, and maneuvering a trailer
- Experience with vehicle maintenance and repairs
- Experience operating a dually truck, dump trailer, tractor, 20+ foot tractor trailer, and/or skid steer

The position will remain open until filled. To apply, email your resume and cover letter to sbatte@galvbay.org.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.