



Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 38 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.

Position Title:	Oyster Shell Recycling Assistant
Reports to:	Oyster Program Manager
Classification:	Part-time – (5-8 hours/day, 3+ days/week) <i>*Must be available Mondays, Wednesdays, and Fridays</i>
Pay Rate:	\$15-\$18/hour (depending on experience)
Start Date:	As soon as the position is filled

Summary: 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 quarantines 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 and maintenance 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 and clean driving record**
- **Must have experience driving a full-size truck**
- Ability to physically lift up to 50 pounds and pull a rolling recycling bin weighing up to 200 pounds

Preferred Qualifications

- **Experience strongly preferred in connecting, hauling, and maneuvering a trailer**
- Proficient with Microsoft Office software, including Excel
- 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.