



### 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 Kemah, Texas. 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 Manager and Habitat Restoration Technician
<b>Classification:</b>	Part-time – Mondays, Wednesdays, and/or Fridays (4-6 hours/day)
<b>Pay Rate:</b>	\$12.00/hour
<b>Start Date:</b>	March 2021

**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

- Collecting 32-gallon recycling bins containing shucked oyster shells from Clear Lake and Kemah area restaurants with a truck and trailer and transporting them to storage sites in Pasadena and/or Texas City
- Emptying full bins of shell at storage sites according to established protocols
- Assisting with upkeep of shell recycling equipment and equipment storage unit
- Promptly and accurately entering quantitative data associated with oyster shell collection

### Qualifications

- **Must have experience and competence driving a full-sized truck and connecting, hauling, and maneuvering a flatbed 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
- Experience with Microsoft Excel for data entry and a commitment to data accuracy and integrity
- Availability on Mondays, Wednesdays, and/or Fridays

**To apply, email your resume and cover letter to [sbatte@galvbay.org](mailto:sbatte@galvbay.org) by February 22, 2021.**