



KEEP MANDEVILLE BEAUTIFUL COORDINATOR SCOPE OF SERVICES

The City of Mandeville is requesting resumes and references of individuals qualified to provide services for Keep Mandeville Beautiful Coordinator. All resumes must be submitted by 2:30 p.m. CST, Tuesday, August 1, 2017 to the Mayor's Office.

The work consists of directing all efforts of the City of Mandeville's Keep Mandeville Beautiful Program and all duties of the scope of work as listed below

The Contractor is responsible for directing and managing Keep Mandeville Beautiful in accordance to its mission and bylaws. The Contractor working with a volunteer board of directors, will develop and implement programs addressing the needs in the areas of beautification, litter abatement, recycling, litter enforcement, and environmental education.

The specific duties of the Contractor are:

- a. Provide leadership and direction for all KMB sponsored activities focused on recycling, litter reduction, education and beautification.
- b. Develop and implement a fundraising plan to sustain current programs and provide for annual program growth.
- c. With involvement and direction from the board of directors, create work plans for each board sub-committee.
- d. Assist board members in implementing the sub-committee's work plan.
- e. Ensure KMB remains in "good standing" as a Keep America Beautiful affiliate by submitting bi-annual and annual reports and by attending annual trainings.
- f. Prepare and present an annual report to the Mayor and City Council.
- g. Represent the City of Mandeville and KMB at state and national KAB conferences and meetings.
- h. Develop and manage the program budget with the KMB board of directors.
1. Manage the financial stability and growth of the organization.

- j. Recruit and coordinate a volunteer workforce for KMB programs and events.
- k. Secure on-going electronic and print publicity for KMB to heighten awareness, create brand and name recognition, educate the public, recruit volunteers, and solicit funds.
- l. Promote and market the organization within the local and surrounding communities.
- m. Actively enlist support and participation from local businesses and civic leaders.
- n. Create and manage KMB's two educational puppet shows targeting preschools and elementary schools.
- o. Manage the school paper recycling program in Mandeville schools.
- p. Manage the recycling drop off site located on General Pershing.
- q. Coordinate the anti-litter art contest and litter monster banner contest.
- r. Coordinate two citywide litter and beautification days.
- s. Coordinate the Adopt-a-Spot program.
- t. Coordinate an American Recycles Day Event.
- u. Coordinate the recycling on the go program which provides recycling containers for community special events.
- v. Coordinate an on-going educational outreach program for schools, church groups and other segments of the community.
- w. Recruit volunteers to help maintain the butterfly garden and other gardens in Mandeville.
- x. Manages beautification projects to enhance the overall appearance of Mandeville.