

Clean Communities Coordinator Job Description

Municipal

Each municipality must designate a Clean Communities Coordinator. The coordinator shall:

1. Provide the NJ Clean Communities Council and the County Clean Communities Coordinator with your name, address, phone number and email address. See www.njclean.org for a list of County Coordinators and contact information for the Clean Communities Council.
2. Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State as found here: www.njclean.org (see about/publications for document entitled “Clean Communities Grant Guidelines”).
3. Attend meetings held by your County Clean Communities Coordinator.
4. Submit your annual statistical report.
5. Attend Clean Communities Council sponsored meetings/workshops.

County

Each county also must designate a Clean Communities Coordinator. The coordinator shall:

1. Provide the NJ Clean Communities Council (NJCCC) with your name, address, phone number and email address.
2. Maintain a list of names and contact information for your municipal coordinators.
3. Implement a comprehensive program of litter abatement, education, and enforcement consistent with the guidelines set for by the State.
4. Hold 1 or more meetings each year for your municipal Clean Communities Coordinators to share information and discuss program ideas.
5. Forward all information from the NJCCC to your municipal coordinators.
6. Provide advice and guidance to your municipal coordinators regarding their Clean Communities programs.
7. Attend meetings/workshops held by the NJCCC.
8. Obtain the Clean Communities Coordinator certification.
9. Submit your annual statistical report and assist/encourage your municipal coordinators in their efforts to file their annual statistical reports.