**Carleton College Student Position Description**

**Job Title:** Lighten Up Zero Waste Move Out Program - Temporary  
**Classification:** Student Worker (non-exempt)  
**Name and Address of Employer:** Carleton College, 1 N College Street, Northfield, MN 55057

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**Department/Office:** Center for Community and Civic Engagement (CCCE)  
**Location where duties performed:** On Campus Locations and Laird Stadium  
**Supervisor:** Erica Zweifel, Assistant Director for Community Impact, CCCE  
**Alternate Supervisor:** Melissa Thomas, Community and Civic Engagement Operations Coordinator  
**Date:** May 27th through June 28th  
**Apply:** [Via Google Form](#)

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**Position overview including purpose of the position within the College:**  
Each spring students donate unneeded items during move-out to the “Lighten Up!” sale. Lighten Up! is Carleton’s zero waste student move out program. Students donate a variety of items including; clothing, furniture, household items, bedding, books, sports equipment and more. Student workers are essential in the collection of the donated items. Student workers are responsible for collecting donated items from Pod containers and do occasional sweeps of the residence halls for donated items. The items are loaded into vans and hauled across campus to the location of the Lighten Up sale. Students will assist with the set up, sorting, and clean up of the sale. Students will work hands-on in teams of 2-3 with the Lighten Up sales manager, Custodial Services, CCCE, and volunteers working the sale.

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**Essential Job Functions/Responsibilities/Duties:**  
Lifting and carrying donated items  
Loading donated items into vehicles for transport to sale site  
Unloading items at sale site

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**Additional Job Responsibilities:**  
College Driver (optional but preferred)  
Other related duties to meet the ongoing needs of the organization

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**Describe Supervision Received and Exercised:**  
The Lighten Up Sales manager will be participating in the collection by floating around campus for any questions or assistance staff may have.

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**Education/Experience/Skills (supported by job duties):**  
Ability to work independently and stay on task.  
Ability to communicate efficiently and quickly.  
Interpersonal skills for communicating with peers, co-workers, supervisors, custodians, and volunteers.

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**Physical demands or Working Environment Requirements:**  
Lifting and carrying up to 50 pounds  
Working outdoors in June and dealing with a variety of weather elements

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**Preferred:**  
NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.