



KEEP AMERICA BEAUTIFUL AFFILIATE



Project Coordinator Responsibilities

- Completion and submittal of the R.U.B.Y. Application Form and Participant List two weeks prior to event.
- Ensuring all participants using the equipment from the trailer have completed the Participant's Waiver.
- Confirmation of equipment inventory prior to receipt of trailer and upon return of trailer with Green Youngstown personnel.
- Distributing supplies to participants and ensuring all equipment is operated safely.
- Retrieving supplies once participants have completed the project.
- Properly securing the trailer and its contents.
- Ensuring trailer is free of trash and debris upon return.
- Ensuring proper parking location of the trailer in the project area.
- Replacement of any missing items or items not returned in the condition they were received (normal wear and tear excluded).
- Completion of a Cleanup Summary Form.
- **HAVE FUN!**