

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: Recycling and Waste Reduction Educator, Butte-Silver Bow City County Government, Butte, MT

Title: Energy Corps Member

Reports to: Dave Schultz, Director of Public Works

Term of service: October 1, 2014-August 31, 2015

Anticipated service schedule: 1700 hours over course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The Energy Corps member will assist the Butte-Silver Bow Public Works department with improving both their residential waste collection system as well as the community recycling infrastructure. In addition, the member will help identify and implement several energy conservation projects in government buildings. The recycling project will require the completion of a cost-benefit analysis of several recycling program models. These include a residential curb side program, a community transfer station, additional community drop off bins, as well as a few other models. This position also includes a significant amount of time spent on community outreach and education regarding the aforementioned proposed changes in recycling and waste services.

Specific Position Responsibilities:

- Assist in the development and implementation of an improved residential waste collection system
- Conduct a cost-benefit analysis of several recycling infrastructure improvements/changes
- Provide community education and outreach to communicate changes in recycling and waste services
- Identify and assist in the implementation of several energy conservation projects in city/county government facilities

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience is preferred
- Ability to work independently with limited supervision
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Programs, GIS experience desired
- Background and/or interest in energy conservation, recycling, urban planning and community development issues
- Must have a valid driver's license
- Member **will not** have reoccurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of \$18,700 over term of service

- An AmeriCorps Education Award (\$5,645) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 15, 2014 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit an Energy Corps application form. The application form may be downloaded at www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf or www.ncat.org/wp-content/uploads/pdf/energycorps_app_0614.pdf or requested from Jerrid Burk, NCAT Human Resource Specialist. Incomplete applications will not be considered. The completed application form can be emailed to jerridb@ncat.org or sent to:

Jerrid Burk
NCAT Human Resource Specialist
P.O. Box 3838
Butte, MT 59702

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org.

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