

## ENERGY CORPS

### AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** SMART Schools Educator, Department of Environmental Quality, Helena, MT.

**Title:** Energy Corps Member

**Reports to:** Bonnie Rouse, Program Manager

**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 Montana's Department of Environmental Quality and the Governor's Office with their SMART Schools Program. SMART Schools is a program through the Governor's office aimed at promoting energy efficiency and conservation, reducing resource needs and improving the health of schools. Although some Montana schools have undertaken large projects to address many of these ideals already, many schools have not, and there is potential for energy and utility bill savings. The Energy Corps member will be responsible for assisting schools across the state, as well as helping improve the program and garner participation over the next year.

#### Specific Position Responsibilities:

- Target schools to enroll in SMART School challenges
- Provide onsite assistance to school management, teachers and students on matters of energy efficiency, resource management, chemical use, indoor air quality, and other health and energy projects
- Conduct baseline assessments of school energy use
- Assist schools with navigating the energy performance contract process
  - Distribution of ideas and materials to school partners
- Provide professional presentations to a multitude of audiences for SMART School initiatives

#### Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor's Degree and/or work experience is strongly preferred
- Interest in and/or familiarity with online energy tracking tools
- Capable of or interested in learning how to: conduct a limited energy audit; track energy use, facilitate evaluation of energy systems, identify energy saving potential, and create a prioritized list of energy improvements
- Ability to effectively convey school related topics to a diverse range of audiences
- Skilled public speaker and presenter
- Physical ability to inspect energy and resource systems
- Ability to relate to people from diverse backgrounds
- Ability to balance supervisor direction with being a self-starter
- Ability to drive long distances. A car will be provided for all work related travel
- 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 \$12,100 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 September 7, 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 complete an application in its entirety.

The application form may be accessed at <http://energycorps.org/positions.php#mso> or found at this website: <https://my.americorps.gov/mp/listing/publicRequestSearch.do> . Incomplete applications will not be considered.

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org).

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