

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

**Name and location of host site:** Recycling Educator, Recycle Montana Inc., Helena, MT

**Title:** Energy Corps Member

**Reports to:** Matthew Elsaesser, Executive Director

**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:** Communities throughout Montana are struggling to establish and maintain recycling opportunities that are free and accessible to community members of all income levels. Increased community participation in recycling and partnerships with service organizations will reduce waste in Montana and create resources that include job opportunities, especially for those in need. The Energy Corps member will increase Recycle Montana's capacity to assist service organizations working to provide recycling opportunities for their various audiences. This includes offering recycling presentations to K-12 schools, public and private higher education institutions, and at community events in conjunction with local and tribal governments. The member will assist Recycle Montana staff in utilizing existing educational resources for recycling, establishing local guides for recycling, and develop best practices for recycling material that can be presented with school and community presentations. The member will be able to assist programs across the state by increasing public awareness and understanding of recycling programs and helping communities establish sustainable programs.

### Specific Position Responsibilities:

- Assist service organizations working to provide recycling opportunities
  - Audiences served include clients, schools and local governments
  - Tasks include assessing organization needs, provision of technical assistance, provision of education at school and community events
- Recycling presentations
  - Audiences include K-12 schools, public and private higher education institutions, and community in conjunction with local and tribal governments.
- Assist Recycle Montana staff in utilizing existing educational resources for recycling, establishing local guides for recycling, and develop best practices for recycling material that can be presented with school and community presentations and serve as a technical resource for communities, service organizations, and recyclers.

### 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
- Interest in helping those with disabilities
- Strong communication and organization skills
- Enthusiasm for energy conservation, recycling, and community development issues
- Computer and publishing skills for print and online media are a plus
- 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 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](http://www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf) or [www.ncat.org/wp-content/uploads/pdf/energycorps\\_app\\_0614.pdf](http://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](mailto:jerridb@ncat.org) or sent to:

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

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