

## ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

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

**Title:** Energy Corps Member

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

**Term of service:** September 16, 2015-August 15, 2016

**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 run the day to day operations of the Smart Schools Challenge. Smart Schools is friendly competition among Montana schools to help schools save money and resources today by conserving energy, recycling and implementing “green practices.” The Challenge is a collaborative initiative between the Department of Environmental Quality, the Governor’s Office and the US Green Building Council-Montana Chapter. The SMART Schools coordinator will deliver educational presentations on a variety of resource conservation topics, assist schools with their diverse resource conservation projects and help administer the Challenge.

### Specific Position Responsibilities:

- Target schools to enroll in Smart School challenges
- Provide onsite assistance and deliver educational presentations to school management, teachers and students on energy efficiency, resource management, chemical use and indoor air quality
- 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
- Skilled and experienced public speaker/presenter
- Highly organized
- Interest and/or familiarity with online energy tracking tools
- Capable of conducting a limited energy audit; track energy use, facilitate evaluation of energy systems, identify energy saving potential, create a prioritized list of energy improvements
- Ability to effectively convey school related topics to a diverse range of audiencesPhysical 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, member will be reimbursed for mileage for 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 \$12,530 over term of service
- An AmeriCorps Education Award (\$5,730) upon successful completion of service
- Health benefits and child care assistance if qualified

**APPLICATION PROCESS:** Applications will be accepted through August 16, 2015 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 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

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). It is NCAT's policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.