ENERGY CORPS
AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: SMART Schools Educator, National Center for Appropriate Technology, Butte, MT.

Title: SMART Schools Educator

Reports to: Emily Caponi, Energy Corps Program Director

Term of service: January 8, 2019-June 30, 2018

Anticipated service schedule: 900 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 with outreach for the Governor's SMART Schools Challenge Initiative. The SMART Schools Challenge is a program of the Department of Environmental Quality (DEQ) in Helena and is a voluntary competition between K-12 schools throughout Montana to increase energy efficiency, decrease landfill waste and improve environmental health of the school environment. http://governor.mt.gov/SmartSchools

The Energy Corps member will be responsible for enlisting schools in the challenge as needed; representing the challenge at public events and conferences, providing outreach, assistance and training to staff and students; tracking monthly reporting; end-of-year final reports and scoring; and planning the end-of-year symposium.

Specific Position Responsibilities:
SMART Schools Program:

- 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
- 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 in environmental science or a related field is strongly preferred
- Interest in and/or familiarity with online energy tracking tools
- Interest in and/or familiarity with energy issues including efficiency, conservation, renewable sources, and transportation.
- Capable of or interested in learning how to: conduct a limited energy and/or waste audit; track energy use and waste disposal, facilitate evaluation of energy systems, identify energy/waste savings potential, and create a prioritized list of resource efficient 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. Substantial travel is required through all weather conditions. A car will be provided for all work related travel. Travel costs are reimbursed by host site.
- Must have a valid driver's license and personal insured vehicle, mileage reimbursement will be provided for any work-related travel
- Member **will** have recurring 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 $6,315 over term of service
- An AmeriCorps Education Award ($2,960) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted 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 https://www.energycorps.org/pdf_positions/energycorps_app_0614.pdf or requested from Emily Caponi, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to emilyc@ncat.org or sent to:

Emily Caponi
NCAT Energy Corps Program Director
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.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.