



## 23-24 CEEE Traveling Energy Assessment Team Position Descriptions

Center for Energy & Environmental Education | 8106 Jennings Dr, Cedar Falls, IA

### **This site is hiring to fill the following positions:**

[Position #1: Residential Energy Efficiency Coordinator \(with focus on logistics and scheduling\)](#)

[Position #2: Residential Energy Efficiency Coordinator \(with focus on community outreach\)](#)

[Position #3: Residential Energy Efficiency Coordinator \(with focus on community education\)](#)

### **Terms:**

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	<b>1,200 hours</b> (28-30 hours/week)	<b>\$18,000/term</b> (\$1,636.36/mo)	<b>\$4,826.50/term</b>

Anticipated service schedule for this host site is **9:00 am – 4:30 pm, Monday through Thursday**, with occasional nights and weekends as projects require. This team will have semi-regular travel (approximately once per month) throughout the state of Iowa, including overnight stays. Travel, overnight accommodations, and food are included for all overnight trips outside of the Cedar Falls/Waterloo area.

**Host Site Overview:** The [Center for Energy & Environmental Education \(CEEE\)](#) creates opportunities for UNI students, faculty, and staff to work with community leaders to arrive at evidence-based, solution-oriented responses to the problems they wish to address. We offer technical assistance, educational programs, and leadership in energy conservation and renewable energy, environmental conservation and community-based agriculture. The CEEE serves Iowa cities, counties, school districts, teachers, farmers, businesses, elected officials, state agencies, community leaders, citizen organizations and individuals.

**Site Background:** The CEEE Traveling Energy Assessment Team has been on the radars of program staff for several years now but has never been implemented until this year. Historically, Green Iowa AmeriCorps has had 6-8 host sites assigned to perform residential home energy assessments. However, even though the Green Iowa AmeriCorps program serves all Iowans, many of our host sites have been located on the eastern side of the state and place restrictions on where their teams can travel, restrictions which are often based on funding and typically limit the energy teams at these host sites to serving only those customers in a particular city, a single county, or a cluster of counties. The program now wishes to have a team that is purposely set up to travel to further away places to ensure that all Iowans have access to the services that we provide.

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Members serve in a team-based setting, performing residential home energy assessments and delivering energy saver kits, which are packed with various energy-saving materials, throughout the state of Iowa, focusing primarily on serving underserved populations. Members will also have the opportunity to conduct environmental education and engage in service projects with outside volunteers to better the communities in which they serve.

**GIA Performance Metrics** *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. [Please note: each metric denotes program-wide totals]*

- Educational Programming** engaging participants in environmentally-focused lessons and activities [450 education events with 4500 individuals reached]
- Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- Additional Direct Service Activities:**
  - Energy efficiency services (examples: residential home energy audits and weatherizations, residential and/or public retrofits, distribution of energy savers kits)** [600 energy assessments and 400 retrofits]
  - Water quality related projects** [100 water quality related projects]
  - Tree planting** [1500 trees planted]
  - Waste reduction activities (examples: recycling and/or composting education, waste audits)**

**Site Supervisor(s):** Shawn Fluckey, Green Iowa AmeriCorps Program Coordinator

**Minimum Member Qualifications:**

- At minimum, members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

***No prior experience necessary or knowledge assumed.*** As part of the service experience, the program provides and pays for all technical training and certifications necessary to perform the energy services our program provides to the community.

In all three positions, members will be given the opportunity to obtain the **Building Performance Institute (BPI) Building Analyst – Technician Professional Certification.** Building analysts use specific diagnostic equipment to perform comprehensive, whole-home assessments, identify problems and potential problems, and offer solutions to homeowners.

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The BPI Building Analyst – Technician certification is designed to set entry-level applicants apart from others and is usually one of the required certifications for entry into the home energy performance field. This certification costs more than \$2,500 per person, but the program covers that entire fee for members who regularly perform residential home energy assessments for the program. Throughout the service term, members may also be given the opportunity to undergo related training in the energy efficiency field, such as introduction to solar training.

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**Position:** Residential Energy Efficiency Coordinator (with focus on logistics and scheduling)

**Position Outline:** This position is key to a smooth-running team. In addition to performing home energy assessments, the member in this position will utilize phone calls and emails to communicate with potential clients to determine their needs and, if applicable, schedule their energy assessment or sign them up for an energy saver kit. The member will be responsible for setting the weekly schedule for the entire team, ensuring that no events are double-booked, for example, that everyone knows the details of the events in the schedule, and that there is enough time to travel in-between scheduled events.

**Primary Responsibilities & Duties:**

- Answering and returning phone calls and emails
- Plan out the team's weekly schedule
- Maintain recordkeeping for team activities – education events, outreach events, and assessments/weatherization retrofits
- Complete residential home energy assessments
  - Perform pre- and post-weatherization retrofit blower door tests
  - Lead team through the energy assessment, delegate tasks as needed, and articulate the energy assessment process to the homeowner
- Write and send final assessment reports with recommendations for improvements
- Pack and deliver energy saver kits
- Manage and maintain inventory of energy assessment equipment and weatherization materials in the CEEE store room
- Plan and schedule energy assessments in further away places throughout the state
- Complete program performance metric quarterly reporting
- Maintain a detailed timekeeping record of service hours and activities
- Complete one Professional Development Project
- Participate in mandatory AmeriCorps training (New Member Orientation and Life After AmeriCorps) and National Days of Service (MLK Jr. Day and September 11)

**Secondary Responsibilities & Duties:**

- Plan and participate in community education and outreach activities with community partner organizations and recruit outside volunteers.

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- Examples of events include river cleanups, STEM Fests, weekly volunteering with the local Habitat for Humanity, Water Quality Snapshot events, and more as they arise throughout the service term.

**The ideal candidate will possess the following skills:**

- Organized in scheduling and multi-tasking
- Detail-oriented
- Self-directed and ability to work independently with minimal supervision
- Accountable
- Customer service
- Team player (willing to help when and where needed)
- Some familiarity with Microsoft Office / Google Workspace applications
- Comfortable with scheduling energy services clients via the office phone, text message, and through email
- Punctual
- Reliable

**Members can expect to gain the following skills/experiences in this position:**

- Understand how the materials used to build a home and how appliances are used within the home affect the home's energy performance and long-term durability. Understand what it takes for a home to be truly energy efficient.
- Hone skills of project management and scheduling by keeping the team organized each week.
- Improve both written and verbal communication skills through using the phone and email, as well as in-person
- Empathy for others from different walks of life
- Through volunteering with the local Habitat for Humanity, you will learn how a home is put together today, which can help you and your family down the road when you are a homeowner yourself.

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**Position: Residential Energy Efficiency Coordinator (with focus on community outreach)**

**Position Outline:** This position is key in promoting the activities of your team and allowing you to feel more included in the larger community that you will be serving. In addition to performing home energy assessments, the member in this position will be responsible for finding ways to both involve the team in events held by community partners and recruit outside volunteers in the community to engage in service projects put on by team members.

**Primary Responsibilities & Duties:**

- Identify existing community events and find a way for the team to be involved
- Plan at least two outreach events per month
- Recruit outside volunteers

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- Recruit energy assessment and weatherization retrofit candidates
- Promote events
- Set up and plan tabling events
- Distribute flyers
- Develop and facilitate presentations and workshops
- Help maintain all recordkeeping for team activities – education events, outreach events, and energy assessments/weatherization retrofits
- Complete residential home energy assessments
  - Perform pre- and post-weatherization retrofit blower door tests
  - Lead team through the energy assessment, delegate tasks as needed, and articulate the energy assessment process to the homeowner
- Write and send final assessment reports to clients with recommendations for them to improve their home's energy efficiency
- Pack and deliver energy saver kits
- Complete program performance metric quarterly reporting
- Maintain a detailed timekeeping record of service hours and activities
- Complete one Professional Development Project
- Participate in mandatory AmeriCorps training (New Member Orientation and Life After AmeriCorps) and National Days of Service (MLK Jr. Day and September 11)

**Secondary Responsibilities & Duties:**

- Answering and returning phone calls and emails
- Plan out the team's weekly schedule
- Plan and participate in community education activities with community partner organizations

**The ideal candidate will possess the following skills:**

- Organized
- Outgoing
- Public speaking in front of larger groups of children and adults
- Flexibility and adaptability
- Problem-solving
- Effectively articulate and delegate tasks to other people
- Accountable
- Self-directed and ability to work independently with minimal supervision
- Team player (willing to help when and where needed)
- Some familiarity with Microsoft Office / Google Workspace applications
- Punctual
- Reliable

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**Members can expect to gain the following skills/experiences in this position:**

- Understand how the materials used to build a home and how appliances are used within the home affect the home's energy performance and long-term durability. Understand what it takes for a home to be truly energy efficient.
- Improve both written and verbal communication skills through using the phone and email, as well as in-person
- Empathy for others from different walks of life
- You will be able to develop your outreach and public speaking skills, as well as establish professional networks to carry with you into the future.
- Recruit volunteers and delegate tasks to them
- Through volunteering with the local Habitat for Humanity, you will learn how a home is put together today, which can help you and your family down the road when you are a homeowner yourself.

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**Position: Residential Energy Efficiency Coordinator (with focus on community education)**

**Position Outline:** This position is key to having successful education events for community members of all ages, from elementary school children all the way up to retired individuals. In addition to performing home energy assessments, the member in this position will be responsible for finding opportunities to educate community members on best practices related to energy efficiency and sustainability. With energy increasing in cost, it is now more important than ever to conserve and improve a home's efficiency. Actively holding educational events, especially with young children, helps community members understand how they can take an active role in conserving energy and how that can affect not only the environment but also their family's monthly budget.

**Primary Responsibilities & Duties:**

- Identify community partners to perform educational programs
- Schedule at least one educational event, presentation, or workshop each month
- Promote events
- Recruit energy assessment and weatherization retrofit candidates
- Help maintain all recordkeeping for team activities – education events, outreach events, and energy assessments/weatherization retrofits
- Complete residential home energy assessments
  - Perform pre- and post-weatherization retrofit blower door tests
  - Lead team through the energy assessment, delegate tasks as needed, and articulate the energy assessment process to the homeowner
- Write and send final assessment reports to clients with recommendations for them to improve their home's energy efficiency
- Pack and deliver energy saver kits
- Complete program performance metric quarterly reporting
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- Complete one Professional Development Project
- Participate in mandatory AmeriCorps training (New Member Orientation and Life After AmeriCorps) and National Days of Service (MLK Jr. Day and September 11)

**Secondary Responsibilities & Duties:**

- Answering and returning phone calls and emails
- Plan out the team's weekly schedule
- Plan and participate in community outreach activities with community partner organizations
- Examples of events include river cleanups, STEM Fests, weekly volunteering with the local Habitat for Humanity, Water Quality Snapshot events, and more as they arise throughout the service term.

**The ideal candidate will possess the following skills:**

- Public speaking in front of larger groups of children and adults
- Confidence
- Interest in building personal knowledge in environmental- and energy-related topics
- Creativity (in designing educational material for targeted audiences, for example)
- Flexibility
- Adaptability
- Detail-oriented
- Organized
- Outgoing
- Accountable
- Self-directed and ability to work independently with minimal supervision
- Team player (willing to help when and where needed)
- Some familiarity with Microsoft Office / Google Workspace applications
- Punctual
- Reliable
- Patience
- Problem-solving

**Members can expect to gain the following skills/experiences in this position:**

- Understand how the materials used to build a home and how appliances are used within the home affect the home's energy performance and long-term durability. Understand what it takes for a home to be truly energy efficient.
- Improve both written and verbal communication skills through using the phone and email, as well as in-person
- Empathy for others from different walks of life
- Improve confidence and adaptability to more effectively articulate information to others
- Through volunteering with the local Habitat for Humanity, you will learn how a home is put together today, which can help you and your family down the road when you are a homeowner yourself.