



23-24 Burlington Renewable Energy Position Descriptions

Burlington Renewable Energy

Burlington, IA

This site is hiring to fill the following positions:

Position #1 and #2: *Education and Outreach Coordinators*

Terms:

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

Anticipated service schedule for this host site is **[9:00 am - 3:00 pm, Monday through Friday]**, with occasional nights and weekends as projects require.

Host Site Overview: *The Mission of the Burlington Renewable Energy and Conservation Advisory Committee is to promote energy conservation and the use of renewable energy sources throughout the greater Burlington area. RenEnConse Committee are volunteers and, while the list of projects completed and included herein is impressive, the Committee understands that in order to reach the next level of engagement and activity will require more hours than the volunteers have available.*

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 (Select at least 2-3)**
 - 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]
 - Climate Action Planning and Greenhouse Gas Inventory Activities** [8 climate action plans and/or greenhouse gas reduction inventories]
 - Water quality related projects** [100 water quality related projects]
 - Tree planting** [1500 trees planted]

Green Iowa AmeriCorps Position Descriptions

- Waste reduction activities (examples: recycling and/or composting education, waste audits)**

Site Supervisor(s): Richard Hoisington, Chair of Burlington Renewable Energy & Conservation Committee (RenEnConse)

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

Position #1 and #2: Education and Outreach Coordinator

Position Outline: Green Iowa AmeriCorps members will help establish a community wide energy baseline consumption, and collect measurable data that can be compared and contrasted to help create a community-wide sustainability plan. They will help develop and coordinate an outreach program for residential energy conservation through informational resources, energy audits and home improvements to reduce energy consumption. They will also create and coordinate a school education and outreach program, working with teachers to create curriculum and activities for schools. Members will also assist the Committee on various sustainable and energy conserving projects to implement into the community.

Member Duties:

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

[Green Iowa AmeriCorps](#) is managed by the University of Northern Iowa's [Center for Energy and Environmental Education](#)

