



AmeriCorps Member Service Description

Program overview:

Make a difference in your community, get paid, and learn valuable employment skills!

AmeriCorps is a national service program that gives you the opportunity to make a big difference in your life and in the lives of those around you. AmeriCorps members are paid a monthly stipend and have the opportunity to earn a financial education award in exchange for a year of service.

California Energy Service Corps (CESC) is an AmeriCorps partnership with the California Conservation Corps (CCC). We are actively recruiting 20 members to become trainees in the energy efficiency business. You will learn to administer, implement and inform the public about Energy Efficiency programs for low-income residents and to support energy conservation. All project service will be conducted under the supervision of industry professionals from Central Coast Energy Services (CCES).

Compensation Includes

- ✧ Stipend/Living Allowance of \$ 13,600 per year--paid monthly
- ✧ Health Care Benefits & Childcare
- ✧ Up to \$ 7,350 toward accredited education or existing student loans following your successful completion of the program
- ✧ Student loan forbearance during your term of service.

Challenge yourself. Join us and make a difference!

Eligibility Requirements:

- Between the ages of 18 and 25
- Not on formal probation or parole
- Current California resident
- Possess an excellent work ethic.
- Willing to commit to one full year of service

Every member is expected to accept supervision, follow instructions and obey contractual agreements while working well with people from diverse ethnic, gender, and socio-economic backgrounds.

Position:

Member development is an important part of our program, and will include both hands-on experience and formal training. AmeriCorps members will learn the skills necessary to complete low-income home weatherization projects while gaining valuable work experience that may lead to future careers in Home Energy Retrofitting, Environmental Conservation, Marketing and Outreach, Intake and Eligibility, or related fields.

Specific duties and responsibilities may include, but are not limited to, the safe and proper completion of administration and energy-retrofit tasks as listed below:

- ✧ Application Processing and Outreach Activities:

- Learn to operate a wide range of office equipment.
- Assist customers with understanding energy efficiency programs and completing program applications at satellite sites.
- Conduct outreach and marketing efforts, including marketing calls and distributing energy efficiency informational materials throughout Santa Cruz, San Benito, and Monterey counties.
- Make service appointments with customers and maintain appointment schedules.
- Receive, open, sort, and distribute incoming mail; prepare outgoing mail.
- Receive and route telephone calls, respond to customer inquiries, and provide program information.
- Recruit volunteers for public service projects.
- Perform other related general office and clerical tasks.

✧Energy Retrofit Activities:

- Participate in on-the-job safety programs.
- Safely and effectively operate light and moderately heavy maintenance and construction equipment.
- Clean, organize, and maintain materials, storage facility, office, and vehicles as required.
- Perform building maintenance and repairs.
- Implement energy conservation measures.
- Operate a variety of hand and power tools.
- Explain Energy Retrofit measures and conservation tips to customers.
- Install carbon monoxide alarms, setback thermostats, and locksets on new doors.
- Install attic and sub-floor insulation and water heater blankets.
- Replace or weatherize doors and windows.

Program Educational Requirements

- High School (HS) graduates attend 3 hours of continuing education per week (unpaid) following the regularly scheduled work day.
- Non-High School graduates attend a minimum of 10 hours of classes per week (unpaid) following the regularly scheduled work day - working toward completion of their HS diploma.

Desirable Qualities:

Prospective members should enjoy teamwork, physical activity, working with tools, and have an enthusiastic mind-set. Members must be able to handle responsibilities assigned, be familiar with conflict resolution methodology, possess good work habits, and demonstrate punctuality and dependability. Interest in helping the environment and conserving natural resources is an asset.

A good candidate should also possess the following attributes and skills:

- Ability to commit to a year-long service program
- Ability to learn to perform Energy Retrofit and insulation work safely, efficiently, and effectively

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- Ability to communicate effectively (oral and written)
- Ability to follow instructions (oral and written) and work productively-- independently or under close supervision
- Ability to count and tabulate accurately
- Willingness to follow the rules, methods, policies and procedures of the workplace
- Ability to work cooperatively with others and maintain effective work relationships in the course of performing required duties
- Bilingual and bi-literate in Spanish preferred
- Excellent organizational and customer service skills
- Commitment to the goal of empowering low-income persons of all ages and backgrounds to attain the skills, knowledge, and opportunities needed to become self sufficient and to advocate for themselves and others
- Identifies as a self-starter

Work Environment and Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work with their hands
- Hear and distinguish various sounds, such as voices of coworkers in noisy environments, operating equipment, traffic
- Stand for long periods; occasionally walk on uneven ground; bend; squat and twist; reach with hands and arms above and below shoulder level; climb or balance and stoop, kneel, crouch, or crawl
- Work under such conditions as confined spaces, with occasional strong and unpleasant odors, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
- Work at a height of 15 to 20 feet above the ground
- Climb in, out, and up to assigned vehicles and equipment
- Infrequently lift and/or move up to 50 pounds
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and ability to adjust focus.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status or any other merit factor unrelated to job duties.

An Affirmative Action/Equal Opportunity Employer