



Title: ENERGY CONSERVATION - AUDIT ASSISTANT
Reports To: Energy Conservation - Program Director and
Energy Conservation Specialist (Task Supervisor)
Type: Volunteer Position (Internship Available)
Duration: Fall term, Spring term and/or Summer; ongoing

Position Summary:

For low income families energy bills are increasingly consuming a larger portion of their household income. To help families reduce their energy consumption and bills, Community Action's Energy Conservation Program works to weatherize their homes, and provides energy education regarding the use of energy in their home. The first step is to conduct an Energy Audit. Energy Conservation's Audit Assistant will be mentored by the Energy Conservation Specialist to learn all elements of the audit process.

Benefits of Volunteering:

Gain hands-on learning experience by setting up and using standard equipment utilized for a home energy audit and enhance your training skills through providing energy education to Community Action clients.

Essential Functions:

Duties & Responsibilities:

Assist the Energy Conservation Specialist with:

- Transportation of equipment in and out of homes
- Completing measurements of home using measuring tape
- Taking photographs and downloading files for inclusion in the audit report
- Setting up equipment to perform necessary diagnostic testing: Blower Door, Combustion Analyzer, Infrared Camera Scan
- Assist with educating the client about energy conservation techniques
- Other duties as assigned, such as paperwork, filing and data-entry

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- Possess or be pursuing a certification or degree related to building/environmental science, energy conservation, or related field is desired
- High school diploma/GED
- Experience with photo file downloading and organizing is desired
- Valid driver's license and reliable transportation required to travel to and from client sites throughout the Twin Cities metro area (Ramsey, Washington and Anoka counties) - mileage will be reimbursed

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Possess an interest in building science and or energy conservation
- Computer proficiency, including familiarity with Microsoft Office products (Access, Word, Excel, Outlook) is required
- Ability to work independently and as part of a team. Must be self-motivated, punctual and reliable.
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner

- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Physical exertion required: climbing heights; must be able to lift 50 pounds. Must be able to crawl, climb, and otherwise move about in confined spaces, often in dusty and dirty work sites. Provide your own clothing, gloves and work boots. Occasionally assist with moving furniture and heavy objects.

Mental Requirements:

Normal office requirements

Environmental Requirements:

Normal office environment. Able to work outdoors in bad weather including extreme temperature conditions. Most homes are tidy and sanitary but some are not. You may encounter in some homes: Potential exposure to substandard housing conditions which may include temperature variations, strong odors, cockroaches, bedbugs, other pests, and unsanitary housing conditions. Companion animals of the homeowners may be present. Potential exposure to airborne fibers such as fiberglass, cellulose, and asbestos. Potential exposure to dangerous gases such as carbon monoxide, natural gas, radon, mold/mildew and other environmental hazards.

Time Commitment:

At least one 8 hour day per week for semester, summer-term or 3+ months. More hours are desired to assist in the office. Hours will occur during the weekday daytime hours Monday - Friday 8:00am 4:30pm. Logistics require that a full day be scheduled, due to visiting homes. Dependability and punctuality is required. Available for Fall term, Spring term and/or Summer; ongoing - unless the position has been filled.

Location:

Office: 450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.) Customer sites are located throughout Ramsey, Washington and Anoka counties.

Program Information:

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Advance Registration for College Students:

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.caprw.org/take-action/volunteer and email/scan resume & references to volunteers@caprw.org
 Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people’s lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.caprw.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.