



ENERGY MASTERS

2018-19

Volunteer Program Overview

The Energy Masters Program...

1. **Trains volunteers** in energy efficiency and water conservation through an intensive seven session training program.
2. **Helps low-income residents** to reduce their water and energy use, save money on their utility bills, and improve the comfort of their homes.
3. **Creates a more sustainable community** by reducing carbon emissions through energy and water conservation improvements.

Since the program launched in 2011, we have trained more than 200 volunteers who have provided hundreds of hours of community service to improve the lives of more than 800 families living in affordable housing developments in Arlington and Alexandria.

Are you ready to become part of this highly motivated and engaged community of volunteers?

Although our work will be performed in Arlington and Alexandria, residents from neighboring jurisdictions are welcome to apply.

Volunteers who:	Will then:
<ul style="list-style-type: none"> • Complete an online application • Successfully complete a brief telephone screening/interview, and • Pay a \$75 registration fee (Early Bird rate of \$50 by July 31), plus \$10 fee for a required background check* to help defer the cost of the program (Needs-based waivers available. Just ask!**) 	<ol style="list-style-type: none"> 1. Train 2. Serve 3. Report

* Background check is required for participation. Once accepted into the program, volunteer will submit a secure online form to initiate a background check. Payment of \$9.95 submitted online at the time of submission. Not required for Energy Masters Student Volunteers.

** All are welcome and encouraged to participate in this program, regardless of financial means. If the \$75 registration fee is a barrier to your participation, please contact us at energy@ecoactionarlington.org. Not required for Energy Masters Student Volunteers.

1. Train

Training sessions are held at Fairlington Community Center, 3308 S. Stafford Street, Arlington, with the exception of Session 5 on location, TBD. All dates subject to change. Trainings will include recommended and required readings and activities, which should take no more than one hour each week. Volunteers are then required to successfully complete an open-book, take home exam, which will be available on October 25 and must be submitted by Sunday, November 10. Prior to the start of the training, volunteers are asked to choose a subject-matter team, such as Tenant Education, Partnerships, Community Engagement, Happy Hour, Inventory Prep, Social Media to join for the duration of the program and will provide assistance and feedback in these areas.

Training Schedule

Thursday, October 4, 2018 6:30 – 8:30 p.m.	Session 1: Introduction and Overview
Thursday, October 11, 2018 6:30 – 8:30 p.m.	Session 2: Building Science
Thursday, October 18, 2018 6:30 – 8:30 p.m.	Session 3: Typical Workday
Thursday, October 25, 2018 6:30 - 8:30 p.m.	Session 4: Tenant Education
Saturday, November 3, 2018 8:30 a.m. – 2:30 p.m.	Session 5: Hands-on Training
Thursday, November 8, 2018 6:30 - 8:30 p.m.	Session 6: Community Education and Partnerships/Training Debrief
Thursday, November 15, 2018 6:30 - 8:30 p.m.	Celebration and Recognition Ceremony

2. Serve

Following the completion of the training, volunteers are expected to contribute a minimum of 30 annual community service hours. Volunteers are expected to participate in a minimum of five work days. During work days, volunteers work in teams to improve energy and water efficiency in affordable housing buildings in Arlington and Alexandria. A typical work day is 8:30 am to 2 pm. Additionally, volunteers are expected to volunteer for two education and outreach events over the course of the year.

Work days for the 2018-2019 volunteer year will be held the first Saturday of each month on the following dates. Locations are TBD.

- **Saturday, December 1, 2018**
- **Saturday, January 5, 2019**
- **Saturday, February 2, 2019**
- **Saturday March 2, 2019**
- **Saturday, April 6, 2019**
- **Saturday, May 4, 2019**

Community Outreach and Education

Tenant Education Sessions	Work in teams of two to three to deliver energy efficiency and water conservation education to low-income residents and provide them with energy conservation kits and information. Volunteers who speak other languages in addition to English will be especially beneficial for these sessions.
Community Outreach	Work in teams of two or more to attend community programs and events and provide energy efficiency and water conservation education. Examples include staffing a table at a community event, fair, farmers market ,facilitating energy bingo at community centers, representing VCE at the annual legislative breakfast.
School Programs (if your schedule permits)	Work in teams of two or more to deliver pre-packaged energy related curriculum in schools, during the day and after school programs, and at summer school programs and camps. Topics include: The 3 R's, sources of energy, and solar ovens.

Additional Ways to Meet Volunteer Requirements

<p>Inventory Prep and Work Day Support December, January, February, March, April, May</p>	<p>Volunteers are needed before each scheduled workday to help take inventory and prepare supplies for the upcoming workday; to arrive early on workdays to help unload supplies and set up for the day; and to assist with final year-end inventory in May. These events are typically held during business hours.</p>
<p>Educational Material Development Year round</p>	<p>Either individually, or working in your subject matter teams, volunteers can develop new educational materials to be used for after-school programs, labeling demonstrations, community engagement and tenant education events.</p>
<p>Administrative Support Year round</p>	<p>Volunteers are needed to provide administrative support on an ongoing basis, and for specific projects. Examples include:</p> <ul style="list-style-type: none"> ● Marketing and promotion of the program ● Data entry and analysis ● Outreach and recruitment ● Interview and evaluate applicants
<p>Submit a Proposal Year round</p>	<p>If you have expertise in a related area that would be beneficial to share with other members of the program, you are welcome to submit a proposal for how you might share that expertise. Delivering an advanced training program, for instance, may be an option.</p>

3. Report

Upon completing your service hours, report them through online reporting tools. This information is critical in measuring the impact of our work, and in completing reports for our funders. It is also how we track progress towards your total volunteer requirement and your achievement of certified status. Volunteers can become certified Energy Master Volunteers after completing 30 volunteer hours.

Energy Masters provides an equal opportunity to volunteer to all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age, or other status protected by law.