



# ENERGY MASTERS

2018-19

## Student 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.

<b>Volunteers who:</b>	<b>Will then:</b>
<ul style="list-style-type: none"> <li>• Complete an online application and</li> <li>• Successfully complete a brief telephone screening/interview</li> <li>• There is no fee for student volunteers</li> </ul>	<ol style="list-style-type: none"> <li>1. Train</li> <li>2. Serve</li> <li>3. Report</li> </ol>

### 1. Train

Training sessions 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 (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

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

## 2. Serve

Following the completion of the training, volunteers are expected to contribute a minimum of 20 annual community service hours. Student volunteers are expected to participate in a minimum of two 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, student 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

<b>Tenant Education Sessions</b>	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.
<b>Community Outreach</b>	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 ACE at Combined Federal Campaign events, representing VCE at the annual legislative breakfast.
<b>School Programs (if your schedule permits)</b>	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><b>Inventory Prep and Work Day Support</b> 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><b>Educational Material Development</b> 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><b>Administrative Support</b> 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"> <li>● Marketing and promotion of the program</li> <li>● Data entry and analysis</li> <li>● Outreach and recruitment</li> <li>● Interview and evaluate applicants</li> </ul>
<p><b>Submit a Proposal</b> 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 to progress towards your total volunteer requirement and your achievement of certified status. Student volunteers will become certified after completing 20 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.*