



## Environmental Conservation Corps: **Weatherization Crew Member**

**Position Title:** Weatherization Crew Member

**Dates:** November 2024 – May 2025 (6 months / 900 hours)

**Schedule:** Monday-Friday: 8:00 am - 4:00 pm; average of 40 hours a week.

There will be occasions where service is required outside of these hours; advanced notice will be given.

**Total Living Allowance:** \$10,800.00 (pre-tax, paid bi-weekly)

**Segal Education Award:** \$3,697.50 upon successful completion of AmeriCorps service term

The Sustainability Institute's Environmental Conservation Corps (ECC) program is an AmeriCorps-accredited workforce development and service-learning program for young adults. These opportunities offer desirable field skills and training for people pursuing careers in conservation and environmental fields.

Opportunity Youth Service Initiative (OYSI) positions are available to young adults aged 17-24 who are currently neither in school nor working full time (part-time/weekend jobs are permitted). OYSI positions offer:

- **Training:** Build knowledge and skills in a diversity of conservation and sustainability jobs
- **Certifications:** Receive free professional certifications relevant to the field
- **Compensation:** Earn a living stipend paid bi-weekly, and an end-of-service Segal Education Award
- **Connections:** Meet and work with a wide variety of governmental agencies and nonprofit organizations
- **Teamwork:** Experience working in a team of peers and within a nonprofit organization
- **Leadership:** Help lead critically important conservation projects to combat climate change

### **AmeriCorps Qualifications:**

#### **Program Hours:**

All Crew Members will be expected to participate during the program hours of 8:00 a.m. - 4:00 p.m. Monday through Friday. A 30-minute lunch break every day does not count towards the service hours required for the education award. There will be occasions where service is required outside of these hours; advanced notice will be given.

#### **Background Check:**

Program enrollment requires every member to successfully provide information to program staff for the completion of the CNCS (Corporation for National and Community Service) three-part criminal history check (NSOPW check, state of residence and/or state of service check, and FBI fingerprint check). Members must sign the CNCS - National Criminal History Service Check (NCHSC) at the time

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of the interview. CNCS has established requirements that may not allow a member to serve due to the member's previous criminal history.

**Age:**

Crew Members must be at least 17 years of age at the time of enrollment and between the ages of 17-24 to qualify. Any member under age 18 at the time of enrollment must receive legal parent/guardian consent, including signed forms provided by staff. A Determination of Economic Status form will be required for OYSI applicants and will be provided during the interview process.

**Education:**

A high school diploma or GED is required to serve with AmeriCorps. *If* a recruit has not earned his/her/their high school diploma, GED, or accredited equivalent prior to starting the ECC Program, they are required to obtain it within two years following their service term. In these instances, we require members to either attend or enroll in future GED training while in our program. SI staff will assist the member in arranging class and testing needs through local educational institutions.

**Minimum Qualifications:**

**Physical Requirements:** Due to the conditions and scope of work performed by both the Environmental Conservation Corps and Weatherization Department, members must be physically able to perform all program work, fully and equally, as other Corps Members. This includes but is not limited to, climbing ladders, heavy lifting, bending, working from one's knees or back, working in excessive hot, cold, or rainy conditions, accessing tighter spaces such as attic and crawlspaces, and/or other work components deemed necessary by SI staff.

**Position Description:**

Crew Members will engage in weatherization activities that take place at residential homes in Charleston, Berkeley, Horry and Georgetown counties. This includes, but is not limited to, activities such as installing energy efficiency upgrades in homes; assisting with energy audit data collection; receiving knowledge on Building Science and energy efficiency construction practices; assisting homeowners on energy conservation practices through workshops; energy audit data entry; and community surveying. Crew Members may also engage in environmental restoration activities taking place in coastal environments with teams of other AmeriCorps members.

**Weatherization and Community Resiliency Work (95%):**

- Installing Weatherization Measures
  - Entering and maneuvering through attic and crawlspaces of residential homes to install energy-saving upgrades such as insulation, air seal applications, LED lights, weather stripping and more.
- Energy Audits
  - Assist SI's certified Energy Auditor(s) in performing comprehensive energy audits of residential homes.

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- Assist in evaluating home energy consumption and identifying areas where energy efficiency improvements can be made.
- Participate in home performance testing activities that include using diagnostic tools such as the Blower Door to measure air infiltration, Infrared Cameras to detect thermal leaks, and Duct blasters to assess the leakiness of central HVAC systems.
- Participate in the assessment of insulation levels and installation quality, as well as the condition of windows, doors, appliances, and all systems of the house.
- Assist with the completion of safety checks; conducting essential safety inspections before, during, and after weatherization activities to ensure that all work complies with safety standards and does not compromise the health of the home's occupants.
- Household Education and Empowerment
  - Assist in conducting energy savings workshops with SI Staff to educate homeowners on energy saving practices and connect them to available resources.
  - Conduct discussions with homeowners to educate them on operating their weatherized home.
- Data Collection and Entry
  - Gather and record data from each energy audit and weatherization project to monitor the effectiveness of the program including documenting pre- and post-audit energy usage, recording specific energy-saving measures implemented, and tracking any changes in the home's energy performance.
- Community Outreach
  - Participate in outreach efforts such as neighborhood surveying to engage with households in underserved communities, promoting the benefits of the weatherization program.

#### **Environmental Conservation Work (5%):**

- Participate in SI environmental conservation/ restoration activities in coastal areas.

#### **General Responsibilities:**

- Adhere to rules of conduct and service expectations as detailed in the Member Handbook
- Maintain familiarity with AmeriCorps operations and procedures (the Corps Network/ CNCS)
- Follow and obey prohibited activities as listed in the Member Service Agreement
- Participate in all required trainings, days of service, and responsibilities toward projects and functions as directed by SI Staff
- Report daily (on service days) to the Program Coordinator
- Be prepared to accept delegated tasks from SI Staff
- Maintain the SI vehicles, service trailer, and inventory of project equipment to ensure they remain "work-ready" and in good operation
- Assist with upkeep of office interior and equipment storage and supply areas
- Maintain a positive and encouraging work environment for fellow Crew Members
- Represent self and program well in front of partners, community members, etc.
- Participate in community outreach events
- Uphold self-accountability by coming into the office prepared for the day

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### Training Provided:

The Sustainability Institute is committed to strong member development and includes in its plan a comprehensive set of resources offered to Crew Members that are designed to ensure member retention, personal growth, and success. These include, but are not limited to, in-depth assessment of skills and interests upon arrival, a strong orientation, financial literacy training, cover letter/resume training, team-building activities, and exposure to outside employment opportunities upon completion of service with the Program.

The ECC Program is dedicated to providing members with field-based trainings and certifications during their time of service:

1. Weatherization Activities:
  - Building Performance Institute (BPI) Building Science Principles (certification)
  - Weatherization applications and techniques (training)
  - Health and safety protocols – Combustion Appliance Safety (training)
  - Diagnostic equipment training: Blower door, duct blaster, thermal infrared camera imaging (training)
  - Energy audit processes and standardization principles per BPI standards (training)
  - Data collection and reporting (training)
  - Basics of residential construction (training)
2. Worksite Safety
  - OSHA 10 (certification)
  - CPR/First Aid (certification)
  - Jobsite and tool (training)
3. Professional Development/Soft Skills
  - Financial Literacy Workshop (training)
  - Resume/Cover Letter Workshop (training)
  - Diversity, Equity and Inclusion (training)

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**Crew Member Program Candidate:**

(sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_

**The Sustainability Institute Program Staff:**

(sign) \_\_\_\_\_ (print) \_\_\_\_\_ (date) \_\_\_\_\_

**The Sustainability Institute is committed to providing equal employment opportunities to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.**

\*Edited September 2024

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