



Community Volunteer Track

The Arlington Energy Masters (AEM) program uses a multifaceted approach, where volunteers receive education, training, and experience that equips them to be able to provide energy efficiency and water conservation education to a variety of audiences in a variety of settings. Now in our 4th year of delivering this program, the needs of the community continue to evolve and so, too, do the structure and requirements of the program.

Program Components and Requirements

Volunteers are expected to:

- Successfully complete an online application and brief telephone screening/interview
- Attend 5 training sessions totaling 12 hours between October 2nd and November 1st
- Volunteer 40 hours between November 2014 and December 2015
- Attend all three workdays in November and December 2014 and January 2015
- Participate in a combination: community education programs, fairs and events, committees (see details below)
- Pay a \$50 registration fee to help defer the costs associated with your participation in the program that are not covered by grant funds (program specific office supplies and materials, food for training sessions and workdays, and related events, etc.). Everyone is welcome and encouraged to participate in this program, regardless of financial means. Applicants will not be turned away because of an inability to pay the registration fee. If the \$50 registration fee is a barrier to your participation, please contact us at energy@arlingtonenvironment.org.
- Complete a written final exam.

The estimated break-down of volunteer hours:

- At least 50% of service hours are expected to come from participation in workdays, where volunteers will perform energy and water improvements in affordable housing developments.
- The remaining 50% of service hours may be achieved through a combination of at least two of the items below:
 - Individual tenant education sessions
 - Community education programs and events
 - School programs (if this works with your schedule)
 - Participation on one of the following committees: Advanced Training, Credential Development, Fundraising and Donations, Volunteer Retention/Alumni Relations, or Workday Preparation.
 - Additional volunteer opportunities listed below, including special projects.

Certification

Volunteers who have met the training and program requirements will receive their certificates at a graduation ceremony to be held in January 2016.

Training Schedule

<p>Thursday, October 2, 2014 6:30 – 8:30 p.m. Fairlington Community Center 3308 S. Stafford Street, Arlington</p>	<p>Session 1: Introduction and Overview Classroom Training An introduction to the Arlington Energy Masters program and its partner organizations. A discussion of energy sources, how energy effects our environment, and why conserving energy matters.</p>
<p>Thursday, October 9, 2014 6:30 – 8:30 p.m. Fairlington Community Center 3308 S. Stafford Street, Arlington</p>	<p>Session 2: Building Science Classroom Training An overview of energy retrofits and building science (how buildings function), including safety issues and air sealing.</p>
<p>Thursday, October 16, 2014 6:30 – 8:30 p.m. Fairlington Community Center 3308 S. Stafford Street, Arlington</p>	<p>Session 3: Tenant and Community Education Classroom Training Volunteers will be trained on how to deliver tenant education to individuals, families, and to small groups in a variety of settings.</p>
<p>Thursday, October 23, 2014 6:30 to 8:30 p.m. Fairlington Community Center 3308 S. Stafford Street, Arlington</p>	<p>Session 4: Typical Workday Classroom Training What to expect on a typical work day, how to assess equipment and improvement needs within apartments, and a review of the components of the toolbox.</p>
<p>Saturday, November 1, 2014 9:00 a.m. – 1:00 p.m. Location TBD</p>	<p>Session 5: Hands-on Training Hands-on practice work and assessment</p>

Work Days

<p>Saturday, November 8, 2014 8:30 a.m. – 4:00 p.m. Location TBD</p>	<p>Work Day in Apartments Volunteers work in teams to improve energy and water efficiency in affordable housing buildings.</p>
<p>Saturday, December 13, 2014 8:30 a.m. – 4:00 p.m. Location TBD</p>	<p>Work Day in Apartments Volunteers work in teams to improve energy and water efficiency in affordable housing buildings.</p>
<p>Saturday, January 12, 2015 8:30 a.m. – 4:00 p.m. Location TBD</p>	<p>Work Day in Apartments Volunteers work in teams to improve energy and water efficiency in affordable housing buildings.</p>

School Program and Aftercare Programs*

**October 2014 through
August 2015**

Work in teams of two or more to deliver pre-packaged energy related curriculum in schools, during after school programs, and at summer school programs and camps. Topics include:

- The 3 R's
- Sources of Energy
- Solar Ovens

We recognize that working in schools may not be feasible for those who work during school hours. If your schedule permits, please plan to participate in these fun and engaging programs. If your schedule does not permit, please ensure that you participate in a sufficient number of the other education programs to meet the volunteer requirement.

Quarterly training available, though not required. Training is open to all. One does not need to be an Energy Master candidate to participate so you are welcome and encouraged to share with others who might be interested.

Community Education Programs and Events

**November 2014 through
June 2015**

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
- Volunteering at the Energy Games, Green Living Expo, etc.
- Facilitating energy bingo at a community center
- Representing ACE at Combined Federal Campaign events
- Representing VCE at the annual legislative breakfast

Individual Tenant Education Sessions

<p>Late January – February through June 2015</p>	<p>Work in teams of two to three to deliver energy efficiency and water conservation education to low-income residents in Arlington and provide residents with energy conservation kits and information. Volunteers who speak other languages in addition to English will be especially beneficial for these sessions.</p>
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Additional Ways to Meet Volunteer Requirement

<p>Inventory Prep and Workday Support November, December, January</p>	<p>Volunteers are needed the Tuesday or Wednesday before each scheduled workday to help take inventory and prepare supplies for the upcoming workday. Volunteers are also needed to arrive early on workdays to help unload supplies and set up for the day.</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
<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>