



# AmeriCorps VISTA assignment description

<b>Local Habitat organization</b>	Habitat for Humanity of Wisconsin River Area
<b>Host site manager</b>	Morgan Pfaff
<b>Direct supervisor</b>	Morgan Pfaff
<b>Service week (days/times)</b> Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Monday-Friday, 9 a.m. – 5 p.m. with occasional evenings or weekends
<b>Is a personal vehicle required for service?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## VISTA

### Green Living Guru – Home Energy Services VISTA

The VISTA member will research and administer energy audits for low-income households in order to reduce utility bills and promote energy conscious living practices. The VISTA member will develop partnerships with existing energy-focused community groups to engage municipalities in the service area and advocate for renewable energy funding, incentives for energy efficient buildings, and community funding to support energy saving initiatives. The VISTA member will develop and administer a 'Green-living' educational component for Habitat for Humanity of Wisconsin River Area's Homebuyers Education Club.

### Objective One – Energy Audits

Research, develop, and implement programs and best practices for conducting home energy audits with the intention of lowering low-income household energy usage and utility costs. Work in conjunction with existing local groups to offer affordable energy services.

#### Member activities

- Research best practices, systems, resources, examples, and tools of similar projects at other organizations, including other local Habitat organizations.
- Research systems to accurately track and record project-related information and data, focused on ensuring sustainability. Develop a report to effectively show what is learned from an energy audit.
- Develop partnerships with local groups, such as Powered Up Baraboo, to conduct energy audits and provide homeowners with advice and resources as a result of running the audits.

## Objective Two – Issue Education

Leverage local partnerships with energy-focused organizations, nonprofits, and community stakeholders to advocate for energy improvements to be made in service-area municipalities and county governments. Use data from energy audits, Habitat repairs, and Habitat new home builds to present a case on the advantages of prioritizing energy efficiency in new buildings.

### Member activities

- Research established models of education on issues and develop a plan that will effectively gain the attention of local leaders in order to support energy improvement strategies in the area.
- Develop community partnerships that will support the project and contribute to the planning and execution of the education plan.
- Develop methods to increase participation with project, including presentations, materials and systems for recruitment of partners, volunteers and leadership.
- Develop materials to educate and engage citizens to contact their representatives in order to gather support for energy efficient strategies.

## Objective Three – Homeowner Education

Research, develop, and implement learning modules and/or a workshop to education low-income homeowners in the area of green living, energy efficient, and home utility costs. Work with Homebuyers Club mentors to write a lesson plan and educational materials to share with Homebuyers Club mentors and other community members. Work with local energy-focused groups to gather donated materials to distribute to low-income households.

### Member activities

- Research energy efficient living techniques.
- Develop and write educational materials and/or a workshop plan with community members and Homebuyers Club mentors.
- Conduct outreach and spread awareness about the educational opportunities for green living.
- Work with community members to gather donated materials to promote sustainable living practices, especially for low-income households.
- Measure results and feedback from educational materials, workshops, presentations, and give-away materials. Write recommendations to keep the educational components of the Homebuyers Club sustainable, topical, and effective.

## Objective Four – Sustainability

Ensure that the systems and projects developed are sustainable, continuing at the host site after the completion of the VISTA term, by developing manuals and training staff members and volunteers on the new project.

### Member activities

- Work with leadership at the host site to develop a staff sustainability plan to build on the work the member has done.

- Develop a manual of resources and directions for maintaining the systems and projects developed. Create an implementation manual detailing the process of development, effectiveness of the system/project, pending issues and guide for usage that can be referenced by staff members and volunteers.
- Recruit and train volunteers and staff on communicating effectively with local leadership, conducting energy audits, and teaching energy-focused educational materials.

## Experience, knowledge and skills

### Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

### Preferred qualifications

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.
- Current valid driver's license, a clean driving record and reliable transportation.

## REVISION HISTORY

Date	Explanation
10/20/21	VAD drafted and sent for review
11/03/21	Replaced term "advocacy" with "issue education" in Objective #2