Capstone Community Action - Weatherization Program  
Barre, Vermont

Mission Statement:
Capstone Community Action provides comprehensive services to help people achieve economic well-being with dignity and develops partnerships to strengthen Vermont communities. Our commitment is: to alleviate the suffering caused by poverty; to work with individuals and families to move out of poverty, and; to advocate for economic justice for all Vermonters.

Internship Title:
Fostering Energy Efficient Behaviors in Low Income Households

On-site Supervisor/Co-educator:
Name: Paul Zabriskie  
Title: Weatherization Director  
Email: paulz@capstonevt.org  
Telephone: 802-477-5224  
Mailing Address: 20 Gable Place, Barre VT 05641

Duties/Project Description:
List the projects, expectations you have for this intern. You may bullet several types of projects in this section.

- Assist with developing a framework for provision of Weatherization services to those clients in the long “wait-listed” categories. These services will likely consist of Efficiency coaching, Direct Install electrical services and potentially Home Energy Score development, as well as referrals to other programs as appropriate.
- Assist with efforts to locate funding for this program.
- Work on development of a long-term, on-going personalized support program for all Weatherization clients, both those who receive full weatherization services as well as those wait-listed. Write copy for the serial energy education and energy saving tips that will be sent to the clients on a seasonal basis. Develop a conceptual foundation for a website with content for this project.
- Assist with/ shadow Efficiency Coaching visits to client homes.

Qualifications:
List qualities and skill sets you are seeking

- Highly literate with excellent writing skills.
- Computer literate.
- Website development skills desirable but not required.
- Desktop publishing skills desirable.
- Must be physically able to access a wide variety of client’s homes without mobility issues. Able to climb household size ladders.

REV: December 2014
- Not allergic to (or scared of) dogs and cats as they are present in most of our client’s homes.
- An understanding of issues facing the low-income population, coupled with a desire to create positive change.
- Interest in energy efficiency and conservation, with a willingness to learn more at a rapid pace.

Orientation Plan:
For starters, the standard new-employee orientation to a diverse Community Action Agency (CAA) that includes Head Start, Food bank, a variety of Family Services and Crisis Services, Weatherization and Microbusiness /Community Economic Development departments. Within the weatherization group, shadow key personnel in house and on field visits conducting building diagnostics and energy behavior coaching.

Supervision/Mentor Schedule:
Daily check-in and weekly meeting with Supervisor, and shadowing field staff during orientation and on-going observations related to project development scope.

Non-English language requirement? No

Specify language and level of proficiency needed.
None- English speaking households

Working Conditions:
- Office space and a computer will be provided.
- Client’s homes vary in terms of upkeep; some conditions are pretty “challenging”.

Preparation:
List books, articles, etc. the intern should read prior to the summer.
- Websites: all pertinent partner’s sites
- Efficiency Coaching Curriculum (provided)
- Books- provided prior to internship start date
  - Fostering Sustainable Behavior (Community Based Social Marketing);
    Doug McKenzie-Mohr, Ph.D.

Is the organizational accessible via public transportation? YES / NO
Yes- there is a local bus. Mass transit isn’t great in Vermont but it is doable.

Does the internship require use of personal vehicle? Yes/ No / No, but encouraged
No- travel to client homes will be done with an employee of the agency in a vehicle owned by them or the agency. From a social / outing perspective, Vermont is more fun if you have wheels.

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