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## **Crew Leader (CL) for In Home Services**

Community Energy Project serves 200 low-income seniors and people with disabilities households each year through installation of weatherization materials and conducting emergency home repairs. During the year, we host groups for 15 Volunteer Days to carry out the weatherization in the homes of clients needing our services. On the volunteer days, a Crew Leader (CL) for In-Home Services will work directly with volunteers, providing them with on-site management including instruction, assigning duties, spot-checking their work, and finally leading a the group through a debrief about their volunteer experience and the project. The Crew Leader position is a high-impact volunteer opportunity, where at the end of the day you'll find a noticeable improvement in the homes we work in and a sense of comradery with the group you will lead.

### **Duties of a Crew Leader**

- Arrive at least 15 minutes early before volunteers to assist the Volunteer Coordinator with set up, greeting, handling paperwork, and other tasks as assigned.
- Coordinate with your subgroup of volunteers where the client's home is. Distributes maps and directions, organize carpool
- Work with CEP staff, client, and volunteers to weatherize windows, answer questions, take photos, and track what was completed
- Communicate with Volunteer Coordinator about timeline, lead the cleaning of the home and putting everything in order.
- Debrief – either provide clear instructions that volunteers will be reconvening at CEP for a debrief with the entire group, or lead a brief debrief at the home of the client.
- Experienced crew leaders may be invited to lead the orientation.

### **Essential Skills**

- Strong communication and public speaking skills – able to present information in a way that is comprehensive and interesting
- Desire to work with diverse groups of people with varied knowledge of weatherization

### **Desired Skills**

- Bilingual/bicultural
- Knowledge in aging, home safety, and/or energy efficiency
- Experience working with volunteers

### **Training and Commitment**

- Must attend a two-hour Crew Leader training and one in-field training day
- Lead at least one group volunteering day, preferably more

### **Requirements of the Position**

- May be asked to lift up to 35 lbs
- Must arrange own transportation to and from worksite