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Volunteer Workshop Leader (VWL) Position Description

Develop your skills as a public speaker while delivering Community Energy Project's multi-sensory, hands-on workshops in the Portland area. Workshop leaders have an opportunity to share their unique knowledge and presentation style with the community, provide relief for workshop coordinators who each provide over 80 workshops a year, and help deliver valuable information with the highest possible quality.

Duties

- Coordinate with staff to attend and present at workshops.
- Conduct staff-facilitated workshops on weatherization and/or lead poisoning prevention in a way that accurately and clearly conveys information to a diverse audience.
- Arrive before and stay after each workshop to assist the Workshop Coordinator with set-up, distribution of materials, and clean up.

Essential Skills

- Excellent communication and the ability to clearly present new information.
- Ability to work with diverse groups of people with varied knowledge on the subject.
- Ability to work with interpreters for bilingual/multilingual workshops.

Desired Skills

- Public speaking skills
- Bilingual/bicultural or Multilingual / multicultural
- Knowledge in energy conservation, home safety, and environmental health issues

Training and Commitment

- Attend a 4-week training, covering public speaking skills, adult education pedagogy, workshop content, structured practice, and full workshop with evaluation.
- At the completion of training, VWLs will make a written commitment to lead at least 5 community workshops.
- If returning for a second year, VWLs will participate in a one-on-one refresher.

Requirements of the Position

- May be asked to lift up to 35 lbs.
- Workshops often take place in the evenings, until after 8pm.
- Must have ability to transport to office and/or workshop location.

Benefits

- Stipend of \$35 for your first 2 workshops, increase to \$50 after evaluation (max \$500/year)
 - Increased stipend for VWLs who can translate workshops.
- Transportation from office to workshop location or equivalent travelling reimbursement.
- Build strong relationships with organizations and leaders in the Portland area.
- Develop a deeper knowledge about energy conservation and lead poisoning prevention

To apply – Please email a letter of interest and resume to Megan McGinnis at megan@communityenergyproject.org