

## Home Energy Savings Program Internship Application

### Applicant information:

Applicant Name \_\_\_\_\_

Position (office or onsite) \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
Street city state zip

Applicant Phone Number: \_\_\_\_\_

Applicant email address: \_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_

What is your availability?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Job description:

#### ONSITE:

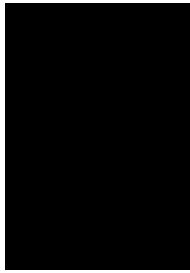
- Assist with onsite project prep & break down.
- Assist with morning orientation and educating volunteers the importance of energy efficiency within the home.
- Lead & supervise subgroups of volunteers ensuring they understand their work for the day and guiding them along the way.
- Inspect work throughout the day to ensure quality.
- Help cleanup and ensure job site is left tidy and put back together.
- Maintain a fun and positive volunteer environment.
- Conduct energy audits with homeowners.

#### OFFICE:

- Research and assist in creating education material for homeowner energy efficiency
- Order necessary materials for projects from Lowe's and program vendors
- Call homeowners to set up energy audits & explain the HES program process
- Update homeowner files with inventory use.
- Update HES webpage with monthly program metrics
- Maintain homeowner newsletters & monthly mailings
- Track utility analysis to analysis economic and environmental impact of the program
- Research available grants (grants written by full-time staff member Leah).

### Recommended skill sets:

- Comfortable working in diverse communities and low-income homeowners.
- Punctual, reliable and attention to detail
- Comfortable leading volunteers, including speaking & explaining tasks in front of small groups.
- Strong interest in energy efficiency, non-profit experience preferred but not required.



## Home Energy Savings Program Overview

### Goal:

- To provide low-income homeowners with homes that are more energy efficient and thereby less costly to maintain.
- Create a positive impact in the community with the help of neighborhood partnerships and volunteer labor to reach more homes.

### How it works:

- Hands On Nashville will provide home energy audits and retrofits to low-income homes. Using a comprehensive and practical energy efficiency analysis for selected households, a suite of cost savings improvements will be identified.
- Volunteers make simple energy efficiency improvements to reduce the water, electricity and heating costs for each home.
- Among the basic improvements to be made are: installing attic insulation, installing CFL bulbs and low-flow shower heads, caulking around windows and doors, weather-stripping, HVAC tune up and installing aerators on sink faucets.

### Benefits:

- Creates more energy efficient homes in the community.
- Improves the value and comfort of the home.
- Creates long term sustainable savings for the homeowner.
- Reduces carbon emissions and improves the environment.
- Decreases neighborhood gentrification.

### Program steps:

- Homeowner applies to the Home Energy Saving Program.
- Qualifying applicants will receive an in-home energy evaluation with energy upgrades.
- Volunteers will complete the energy efficiency scope of work within the home.
- A follow-up visit will educate the homeowner how to maintain the energy improvements for sustainable savings and home comfort.

Contact info: Jaclyn Khoury Phone: 615.298.1108 ext:105 Email: [Jaclyn@hon.org](mailto:Jaclyn@hon.org)

### **Basic Work Scope:**

- install compact fluorescent lights
- air sealing
- install sink faucet aerators
- install reusable air filter
- install weather strips on windows & doors
- install blown-in attic insulation
- install fitted insulated water heater blanket
- install fitted insulator for hot water pipes
- HVAC tune-up
- install carbon monoxide detector
- install fire detector
- provide radon test
- install power strips
- install fridge & freezer thermostats