

DISABILITY ADVOCATES OF KENT COUNTY

ZeroStep Intern Position Description

Title: ZeroStep Intern or Stipend Employment Opportunity

Primary Focus: ZeroStep 2.0 version, residential building code research

Qualifications: Architecture, Residential Construction, Design or Code Education

Supervisor: Disability Advocates Staff and Faculty Mentor

Summary

This position will focus on updating the ZeroStep Guidelines residential code comparison section to meet and reference the current building codes and standards ICC/ANSI A117. 2012, Fair Housing Guidelines, Michigan Building Code 2009 and Michigan Residential Code 2009. This is a stipend position based on educational level and experience.

ZeroStep guidelines are voluntary guidelines for building a home following Universal Design Principles. They are a reference resource tool for architects, builders, building contractors, remodelers, interior designers, developers and homeowners. Developed in 2008 they meet or exceed ICC/ANSI A117.1-2003, Fair Housing Guidelines, Michigan Building Code 2003 (based on International Construction Code 2004) and Michigan Residential Code 2003. The 69 page code comparison section relates the ZeroStep Guidelines to these other state or national codes and standards (stated above) and needs to be updated to current residential building codes.

The activities in this position will result in the following outcomes

- Zerostep Guidelines 2.0 version will include updated code comparisons
- Intern will be credited in having participated in code research under guidance, formatting of documents that would be prepared for (a) webinars, (b) audits, (c) training, and (d) compilation of industry resources on accessibility through universal design
- ZeroStep Guidelines 2.0 version will be developed, implemented, and promoted locally, regionally, and nationally through the Collaboration of Disability Advocates of Kent County (DAKC) and The Alliance for Environmental Sustainability (AES)

Expected Duties and Responsibilities

- Update ZeroStep 2.0 version to newest building codes
- Input and format newest code comparisons into word document
- Review and ensure accuracy
- Communicate/collaborate with Faculty mentor and DAKC/AES staff regularly
- Meet timeline requirements for work completion
- Maintain integrity and confidentiality of ZeroStep document

Expected Skills and Attributes

- Attention to detail and accuracy
- Ability to follow directions and take initiative, with good time management and organizational skills to work independently
- Computer proficiency with demonstrated ability for internet research and digital content creation and modification
- Maintain a professional relationship with all parties relevant to these programs and projects, and represent the best interests of DAKC and AES at all times

Qualifications and Important Requirements

- Education-Architecture, Residential Construction, Design or Code Education
- Work Environment and Physical Abilities-The person in this position is expected to communicate with team members and outside entities to successfully perform functions of the job
- Extensive keyboard activity, computer operation, and telephone communication are expected

Required Communication

Person/Group	Frequency	Purpose
Faculty Mentor	Weekly or as needed	Monitor accuracy and content, progress and timelines.
DAKC staff	Weekly or as needed	Collaborate on activities, outcomes and deadlines
DAKC or AES team members	As needed	Collaborate on outcomes and deadlines.

Intern Signature _____ Date _____

Supervisor Signature _____ Date _____

Please contact Joanne Feutz at joanne.f@dakc.us with all questions and to apply for this position.