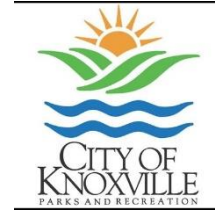




## CAC AmeriCorps

*Position Description*

### Recreation Coordinator



**Dates of Service:** August 3th, 2020 – June 25th, 2021

**Partner:** City of Knoxville Parks and Recreation

**Location of Service:** 5930 Lyons View Pike  
Knoxville, TN 37919

**Supervisor:** Parks & Recreation Designated Personnel, Parks and Recreation Dept.

#### **About CAC AmeriCorps:**

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

#### **Position Summary:**

The CAC AmeriCorps member serving with City of Knoxville Parks and Recreation will serve cooperatively with Parks and Recreation personnel on various aspects of new and existing park/facility projects, playground planning, facility upgrades, pool maintenance, construction management, contract management, pond maintenance, gym renovations, and improvements and general maintenance projects. The member will also serve as a public ambassador for the city; communicating information to park and facility visitors, as well as partake in general facility and park maintenance including cleaning, litter collection, and painting as needed.

This opportunity will provide the member with insight into how a municipal parks and recreation department runs, including the challenges and successes they face. The member will have the opportunity to collaborate with groups on projects, and will also have the opportunity to work independently. This position will allow the member both the experiences of performing field work and maintenance, as well as an opportunity to see what urban parks planning looks like.

#### **Minimum Qualifications:**

- Proficiency in MS Office (Excel, Word, PowerPoint, Outlook).
- Ability to work well with or without direct supervision while maintaining project deadlines.

## Attachment E

- Valid Driver's License with good driving record.
- Team member should have a history of community voluntary activities.
- Able to lift large heavy objects repeatedly without direct assistance.
- This position consists of medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, and/or 20 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects.
- Ability to work in a group or independently.
- Conduct research and ask questions; self-motivated.
- Ability to establish and maintain effective working relationships with members of the public, customers and other agencies involved in park management.

### Education

- Strong preference will be given to team member who is actively pursuing a career in, engineering, horticulture, construction management, landscape architecture, engineering technology, parks management, environmental sciences, ecology, or other related fields.

### **Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,195 that can be applied to student loans and/or future education expenses.
- A Health insurance subsidy is available for members covered through [healthcare.gov](http://healthcare.gov)
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to provide assistance with determining eligibility.
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

### **Equity and Inclusion:**

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Attachment E



SIGNATURE:

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DATE:

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