



CAC AmeriCorps

Position Description

Ijams Education Assistant



Dates of Service:	August 3th, 2020 – June 25th, 2021
Partner:	Ijams Nature Center
Location of Service:	Ijams Nature Center <i>2915 Island Home Avenue, Knoxville, TN 37920</i>
Supervisor:	Education Director, Ijams Nature Center
Hours:	Tuesday – Saturday, 8:30 am – 5:00 pm (occasional evening hours)

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 Education Assistant position at Ijams Nature Center will help with several aspects of the education program at Ijams Nature Center. During the week, this position will assist with leading hikes and animal programs for school field trips and other youth programming. In addition, this member will assist with outreach presentations at local schools and youth organizations.

This position will also assist with the coordination of birthday parties, including preparing activities, maintaining birthday inventory, leading party programs on Saturdays, and working with the Public Programs Coordinator to assist with program development and marketing.

The Education Assistant will help the Public Programs Coordinator with a variety of public programs, including scouts and family programs. The member will assist with marketing when necessary, program development, and leading hikes and other program activities.

This position will be trained to handle, care for, and present animals that are part of our Education program, including snakes, turtles, spiders, and birds of prey.

The AmeriCorps member filling this position should be ready to provide excellent customer service for visitors and program participants. The member will be expected to provide supervision, group and behavior management, and instruction to participants. The member will also monitor and ensure participant safety and well-being during all programs

Attachment E

Other Duties:

- Provide public relations/customer service to parents, guardians, and participants to ensure a positive impression of education programs
- Working closely with Education team members to assist with scheduling, administrative, marketing, and evaluation tasks of various program areas, when appropriate
- Communicate with supervisor regularly
- Other duties as assigned

Minimum Qualifications:

Education

Bachelor's degree in a field related to natural history, education, outdoor recreation, or environmental science, or two to four years of experience and/or training; or equivalent combination of education and experience

Position Requirements:

- Basic knowledge and experience regarding natural history of East Tennessee desired
- General knowledge of biology and ecology
- Public speaking skills and the ability to work with people of all ages
- Excellent written and verbal communication skills
- Strong organizational skills, with attention to detail, accuracy, and deadlines
- The ability to multi-task, prioritize and display excellent time management skills
- Responsible, creative, relational, enthusiastic, flexible, self-motivated and resourceful team player
- Ability to speak, read, and/or write Spanish a plus

Other Requirements:

- Must successfully complete a pre-employment, post-offer background screen, and motor vehicle record screen (MVR).
- Valid driver's license
- Passion for nature and the ability to deliver programs in a pleasant, tactful, and enthusiastic manner

While performing the duties of this job, this employee is frequently required to sit, talk, hear, use keyboard, view computer monitor for potentially long periods and use phones. The employee occasionally will be required to lift and/or move 15-40 pounds and may need to carry for approximate distances up to 50 feet, bend, reach with hands and arms, use fingers to write or type and handle or feel, walk, carry documents, crouch, stoop, kneel, climb stairs, and use a step ladder in lifting and lowering materials. The position requires use of office equipment such as computer, copier, hole punch, calculator, fax machine, postage machine and Point-of-Sale system. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This position requires a candidate in good physical condition, with the ability to stand, walk, and hike for extended periods of time. This position requires being outside in all conditions, including inclement weather and a wide range of temperatures. While performing the duties of this job, this employee may be exposed to dust, temperature variance, weather variance, noise, pollens and fumes.

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
- 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.



SIGNATURE:

DATE:
