



CAC AmeriCorps

Position Description

Garden Program Coordinator



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

BIG ORANGE. BIG IDEAS.

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

Partner: University Assisted Community Schools

Location of Service: Inskip Elementary School
4701 High School Rd, Knoxville, TN 37912

Supervisor: Blaine Sample

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 University Assisted Schools will be orienting management of the Inskip Elementary School Garden through volunteer recruitment, developing garden-based curricular activities and lessons, and creating strategies to improve the garden's function as an access point to healthy foods. The AmeriCorps member will be engaged in cultivating and managing the 2,500 square foot garden located at the school, coordinating with school teachers and staff to provide educational opportunities and lessons in the garden for students that incorporate grade level math, reading, and science standards, managing volunteers, filling in lead and supporting roles in the after school program including academic tutoring and enrichment programming (art, music, cooking, garden, science, technology, etc.), and occasionally performing other duties as needed.

The member will gain hands on experience in addressing food insecurity through community gardening directly with elementary students. Through this, the member will gain experience tending to students' social and emotional needs, and how that relates to their academic needs. The member will also have the opportunity to become integrated in the Inskip community through managing volunteers and making connections with the children so that they can best serve the needs of the Inskip community.

Attachment E

Minimum Qualifications:

Education

- Bachelor's Degree

Position Requirements:

- Strong written and oral communication skills.
- Good organization and time management skills with the ability to juggle a range of duties.
- Interest and experience in gardening.
- Experience working with elementary aged children.
- Flexibility and willingness to grow personally and professionally.
- Ability to perform physical tasks associated with managing a garden.
- Ability to work outside.
- Ability to manage volunteers.
- Ability to maintain programming in place and put a personal touch on future programming.

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:
