



## CAC AmeriCorps

*Position Description*

### Program Coordinator



**Dates of Service:** August 3rd, 2020 – June 25<sup>th</sup>, 2021

**Partner:** Water Quality Forum

**Location of Service:** Knox County Engineering and Public Works (EPW)  
205 W. Baxter Ave, Knoxville, TN 37

**Supervisor:** Lori Saal, Town of Farragut Stormwater Coordinator  
Tim Gangaware, Assistant. Director of the UT TN Water Resources Research  
Center

#### **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 Water Quality Forum (WQF) CAC AmeriCorps member is tasked with supporting the Forum in its mission to protect and enhance our local waterways in accordance with the Clean Water Act. The Forum is a network of water-related entities including utilities, academic institutions, community organizations, government entities, businesses and private citizens who come together to conduct watershed protection programs and initiatives. The WQF AmeriCorps member responsibilities fall into five work areas that support: 1) WQF administration & communication; 2) WQF supply management; 3) WQF events; 4) watershed initiatives; and 5) school-based educational and service efforts. Throughout the year, the member will be engaged in several events and initiatives, including: Rain Barrel Outreach Initiative, Watershed Initiatives, River Rescue, WaterFest, EarthFest, Families-in-the-Creek, House & Garden Show, as well as school based education outreach.

The AmeriCorps member will become familiar with NPDES, the Clean Water Act, and will gain experience performing field monitoring. The member will gain experience managing social media pages, outreach initiatives, and maintaining an historical archive.

## Attachment E

### **Minimum Qualifications:**

#### Education

- Bachelor's Degree with a science background.

#### Position Requirements:

- Effectively communicate, both verbally and written, with the public.
- Serve as committee meeting recorder, taking and synthesizing meeting notes.
- Knowledge of Microsoft Desktop Applications (e.g., Word, PowerPoint, Excel).
- Ability to learn basic functions of a Wordpress website and manage a Facebook page.
- Organize and manage materials, supplies and tools.
- Help to develop an event/project schedule and coordinate tasks among community partners and fellow AmeriCorps members (with WQF partner support).
- Willingness to ask questions, learn from mistakes and constantly strive to improve.
- Ability to articulate job challenges and present them back to one or both Site Supervisors.
- Flexibility in adapting to changing situations and needs.
- Maturity to work with youth and set appropriate boundaries.
- Willingness to do the mundane that includes required reports.
- Willingness to work side-by-side with Knox Co. Stormwater members, recognizing that while their roles and responsibilities are separate, they will sometimes overlap and be mutually supporting.
- Willingness to maintain a clean and organized office, alongside the Knox County Stormwater AmeriCorps members as designated by the Knox County Stormwater Site Supervisor.
- Set up tents and tables at events and move event supplies.
- Remove unwanted plants in stormwater BMPs and within riparian corridors, requiring the use of tools such as loppers, mattocks, and weed wrenches.
- Transport supplies in and out of schools and to field sites.

### **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:

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DATE:

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