



## CAC AmeriCorps

*Position Description*

**AmeriCorps Member**



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

**Partner:** Bike Walk Knoxville

**Location of Service:** Outdoor Knoxville (Legacy Parks Office)  
900 Volunteer Landing Ln, Knoxville, TN, 37915

**Supervisor:** Lindsey Kimble, Executive Director, Bike Walk Knoxville

### **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 AmeriCorps member will be involved with all aspects of Bike Walk Knoxville's work, including education, programming, and initiatives in partnership with government and other non-profit organizations. These programs support active transportation and healthy communities. The tasks include assisting with Knox County Safe Route to Schools programming, assisting with planning, promotion, and logistics of Open Streets Knoxville event, including recruiting local businesses and organizations to participate, recruitment of volunteers, social media, and various other tasks, assisting with planning, promotion and logistics of Summer Bike and Walk Tours with Elected Officials, as well as assisting with planning, promotion and logistics of Tour de Lights Knoxville event. The member will assist with the coordination of all class details and logistics for children's bike safety classes (Kids Love Bikes Program) and will also assist with the Active Communities Team Action Plan objectives (Active Knox).

During the member's term they will support Bike Walk Knoxville's organizational goals which include engaging in outreach and educational opportunities, supporting Complete Streets, planning and hosting Open Streets Knoxville, and serving as the subject matter expert to the Knoxville region. The member will learn the mission and goals of Bike Walk Knoxville and Bike Walk Tennessee as stated in their respective Strategic Plans. This information should be easily communicated to the at large public as needed. Member will perform general administrative duties such as responding to emails, scheduling meetings, preparing reports. The member will serve as a representative of these organizations at community and government meetings and events. During the member's term, they will become familiar with Knoxville and Knox County ordinances, policies, and regulations that impact the cross-section of built environment and health. Member will research and

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comprehend Complete Streets concepts and policies.

**Minimum Qualifications:**

Education

- 4-year degree graduate of accredited college or university
- Prior work experience with youth education required
- Prior work experience with non-profits preferred

Position Requirements:

- Ride a bike well enough to assist with teaching basic children's bike safety and skills classes.
- Utilize social media; primarily Facebook and Instagram.
- Work will be both indoors in an office and outdoors at Safe Routes to School program schools, bike safety education sites and Open Streets Knoxville events.
- The selected member must be able to provide own transportation to program sites and meetings.
- The member must be physically capable to lift bikes up to 25 lbs. occasionally.
- Work independently, but comfortable asking supervisor for clarification, expert opinion, and/or advice as needed.
- Complete assigned tasks in a reasonable amount of time.
- Multitask and prioritize tasks while working on several projects simultaneously.
- Proficiency with Microsoft Office including Word, Excel, PowerPoint and Publisher.
- Comfortable using google drive.
- Writing should express content succinctly with correct syntax, grammar, and spelling.
- Communicate and collaborate positively with partner entities.
- Work with kids of all ages.
- Possess basic grant writing and budget skills.
- Valid driver's license and good driving record.

**Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,095 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- 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.

**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.

