CAC AmeriCorps
Position Description
Lakeway CASA Volunteer Services and Development Coordinator

Dates of Service: August 3rd, 2020 – August 2nd, 2021
Partner: Lakeway CASA
Location of Service: 1609 Walters State CC Drive, Morristown, TN 37813
Supervisor: Kelley Williams, Executive Director

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.

About Lakeway CASA: [http://lakewaycasa.org/](http://lakewaycasa.org/)
Each CASA program or agency professionally trains and carefully screens volunteers to become Court Appointed Special Advocates for abused and neglected children in juvenile court. These volunteers represent the best interests of the victimized child with the goal of securing a safe, permanent home. Tennessee state law allows for judges to appoint CASA volunteers to “speak up” for the child’s best interests. CASA volunteers do not work for the child’s family, the state, or other interested parties. They work for the child. Most CASA volunteers represent only one child, or family of children at a time.

CASA is a local, nonprofit organization in communities all across the nation. Since CASA’s national inception, CASA volunteers have helped more than two million children find safe, permanent homes.

Position Summary:
The Lakeway CASA Volunteer Services and Development VISTA will research best practices for volunteer recruitment, retention, and management, and help implement these practices within the organization. This position will develop and deploy internal programing to increase volunteer outreach. The Volunteer Services and Development VISTA will engage community stakeholders to increase donations and donor engagement with Lakeway CASA. This position will give opportunities to increase skills in grant writing, non-profit funding and management, volunteer recruitment, and general program development.

www.cacamericorps.org
Minimum Qualifications:
- Excellent communication skills, including marketing and promotional skills.
- Multi-tasking abilities to simultaneously manage multiple accounts/projects
- Technical writing skills for fundraising and grant writing

Member Benefits Include:
- A modest living allowance of $12,490.30, or, $479.08 bi-weekly (pre-tax), paid over 52 weeks
- Choice of an Education Award of $6,195, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of $1,800
- A one year End-of-Service Non-Competitive Eligibility for employment in the federal government.
- Healthcare benefits
- 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 are available to provide assistance with determining eligibility
- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between $300-$450 in a shared house/apartment scenario
- Professional development and networking opportunities
- Click HERE to see full list of AmeriCorps VISTA benefits
- Through partnership with Carson-Newman University, members are eligible for a 20% discount on tuition for Carson-Newman’s online Masters in Business Administration – Non-Profit Management degree. With discount, two years of service and 2 Education awards cover the tuition for the MBA.

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.