



CAC AmeriCorps

Position Description

Volunteer Recruitment Leader



Dates of Service: January 19th, 2021 – January 18th, 2022

Partner: CAC Office on Aging

Location of Service: 2247 Western Ave, Knoxville, TN 37921

Supervisor: Deisha Finley

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 CAC Office on Aging: <https://www.facebook.com/knox.OOA>

The Knoxville-Knox County Office on Aging is under the umbrella of the Community Action Committee (CAC) and is charged with providing services to all older adults regardless of their life situation, but are mandated to concentrate on those for whom aging presents the greatest hardship: women, people of diverse races and cultures, people in frail health, and people on very low fixed incomes.

Position Summary:

The goal of the project will be to lead the CAC Office on Aging's initiative to build program capacity by creating, updating, and improving volunteer recruitment and retention efforts. These activities will support 10 staff members to increase their volunteer corps to enhance the Office on Aging's mission of assisting low-income Knox County senior residents to achieve the highest level of independence, maintain a high quality of life, and avoid unnecessary institutionalization.

Member activities include researching volunteer recruitment and retention best practices, developing a volunteer recruitment and retention guide, researching volunteer recruitment marketability, and creating social media templates, campaigns, and impact stories for the Office on Aging's Facebook page. Members will gain a good working knowledge of volunteer recruitment and retention strategies, improve research and presentation skills, and improve social media and web analytic analysis skills.

Minimum Qualifications:

Education: High School Diploma or GED

Position Requirements:

- Proficiency with Microsoft Office products
- Strong research and writing skills
- Strong skills in data collection and management
- Ability to work with diverse populations

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.

