



CAC AmeriCorps

Position Description

AmeriCorps Member



Dates of Service: August 2nd, 2021 – June 24th, 2022

Partner: City of Knoxville, Urban Forestry

Location of Service: City of Knoxville
3131 Morris Avenue
Knoxville, TN, 37909

Supervisor: City of Knoxville, Urban Forester

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a proud AmeriCorps subgrantee that combines elements of traditional conservation practice with community action that informs our service and places it in the broader context of East Tennessee. Our AmeriCorps members improve public lands, educate the public, address pressing human needs, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in the region we call home through enduring acts of service.

Position Summary:

The City of Knoxville's Public Service Department houses a new municipal sector called the Urban Forestry Division. It was created in December of 2013 in order to develop a modern, progressive forestry program within the City. The Urban Forestry Division is responsible for the protection and maintenance of public trees and urban forest resources, as it upholds and implements the Tree Protection Ordinance and other applicable arboreal regulations.

This opportunity will provide the member with an opportunity to become very familiar with the field of Arboriculture and Urban Forestry. Job duties will likely coincide with the following management objectives for the City of Knoxville:

- Oversee the proper maintenance of public trees in order to maintain a healthy and safe urban forest
- Investigate potential hazardous tree situations and provide proper mitigation for non-compliant conditions regarding dangerous trees

- Planning and overseeing proper planting of public trees in order to expand healthy urban forest canopy cover
- Oversee compliance to the Tree Protection Ordinance
- Collaborate and provide information, training, and professional advice to developers, contractors, city management and employees on tree related issues and projects
- Develop and implement programs and education events to promote proper planting and maintenance on private property
- Develop and implement a cyclical pruning and maintenance program in order to routinely perform the necessary care for trees

Essential Functions of Position

- Will assist in planning and execution of urban tree planting projects throughout the City of Knoxville and communicating with the public by various means on upcoming planting dates. Will assist in up keeping records from various planting projects within the City tree inventory.
- Will assist in overseeing the City’s planting bed and tree nursery and other plant material that will be used for upcoming planting projects.
- Will assist the Urban Forester and other community partners in planning and coordinating volunteer workdays and planting projects for the City of Knoxville. Will assist in the supervision of volunteers, coordinating supplies and equipment, and engaging community organizations to participate in planting activities.
- Assist the Urban Forester and city crews in the upkeep and maintenance such as pruning and watering of young trees planted from various planting projects.
- Coordinate invasive species removal projects with City staff, contractors, and volunteers and update management plans as needed.
- Assist urban forester in education and outreach programs on proper tree maintenance and urban forestry programs.
- Assist in the upkeep and maintenance of greenways and trails as it pertains to tree maintenance along these different transportation corridors.

Minimum Qualifications:

Education

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service, and have completed high school or received a GED.

Site Preference:

- Class D Driver's License
- Education or experience in Forestry, Horticulture, Biology, geology, or other environmental studies
- Ability to work safely and independently as a crew member
- Applicants should be self-motivated, flexible, and comfortable in working with the public/volunteers

Position Expectations & Requirements

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps environmental positions require attendance of an orientation at the start of service, monthly corps meetings, service days, and other all-corps activities.
- CAC AmeriCorps environmental positions require that you serve a full-time schedule.
- CAC AmeriCorps environmental positions require that members wear AmeriCorps branded uniform gear and safety equipment during service.
- CAC AmeriCorps environmental positions require that members be able to get to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps environmental positions require that members be able to serve effectively both independently and within the context of a team.
- CAC AmeriCorps environmental positions require that all members be able to be able to take direction and perform their service with relative independence with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- This position requires the ability to work safely and learn to use the hand tools and power tools associated with trail maintenance and construction. Must be able to work effectively in a crew setting and possess written and verbal communication skills to ensure assignments are carried out as directed.

Member Benefits Include:

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,345 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 \$400-\$500 in a shared housing scenario, which is what is highly recommended.
- 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 members and employees are treated equally without regard to race, color, national origin, sex, gender, romantic/sexual orientation, 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 recruitment / employment process.

