



## CAC AmeriCorps

Position Description

AmeriCorps Member



**Dates of Service:** August 2<sup>nd</sup>, 2021 – June 24<sup>th</sup>, 2022

**Partner:** City of Knoxville, Waste & Resource Management

**Location of Service:** City of Knoxville  
400 Main St SW  
Knoxville, TN, 37902

**Supervisor:** Patience Melnik, Solid Waste Manager

### 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 Solid Waste Office manages waste, recycling, brush, and household hazardous waste for the 180,000 residents who live in the City of Knoxville. The City of Knoxville Solid Waste AmeriCorps Member's goal is to decrease the quantity of materials sent to the local Class I landfill by increasing recycling, diversion, and leaf/brush/backyard composting. Progress toward this important goal is made in numerous ways, including but not limited to, working with the Solid Waste Office staff and the Communication Department Staff to prepare press releases, social media posts, blogs, letters to the editor, and other written outreach materials. The member will also work on improving the simplicity and clarity of recycling signage and messaging as well as coaching and supporting event planners who wish to host low-waste events. The member will help with educating adults about waste-prevention, recycling, backyard composting, and household hazardous waste collection at various public events and

neighborhood meetings. The member will develop and distribute information about sustainable waste management in restaurants, food trucks, and other businesses. The member will engage in educating kids at schools/clubs/recreation centers with presentations and activities. The member will create and implement additional projects as time allows.

### **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:

- **Bachelor's degree (preferred)**

#### **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:

- Have a passion for waste-prevention, recycling, and the environment
- Enjoy interacting with kids and the public
- Enjoy working cooperatively on a team
- Be a self-starter who wants to create projects and implement new ideas
- Be able to write effectively
- Be punctual, reliable, organized, motivated, flexible, and able to prioritize
- Be available to work events during some weekends and evenings
- Be proficient in MS Office
- Have a valid driver's license

### **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.

