

Member Signature adopts the position description as part of the MSA.



CAC AmeriCorps

Position Description

AmeriCorps Member**Dates of Service:** August 2nd, 2021 – June 24th, 2022**Partner:** National Park Service – Sugarlands Visitor Center**Location of Service:** Great Smoky Mountains National Park
107 Park Headquarters Rd
Gatlinburg, TN 37738**Supervisor:** Park Ranger**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 AmeriCorps member will serve 40 hours per week on a Monday through Friday schedule. Primary duties include researching, developing, presenting, and evaluating environmental education programs offered on the Tennessee side of Great Smoky Mountains National Park. The programs occur at several locations in the park on a variety of natural and cultural resources topics and use a variety of techniques that are interactive, placed-based and hands-on. Lessons are guided by Tennessee and North Carolina State and national standards and emphasize science and cultural history education. Lessons and field trips are provided at no cost to the schools and teachers. The AmeriCorps supervisor and the Education Staff will provide coaching and training throughout the service year, allowing member the chance for continuous improvement.

The member will also assist park staff in reaching out to new audiences especially focusing on local schools that aren't currently participating in programs. The member will also assist with the research, development, and presentation of MS/HS initiatives such as Student Volunteer

Days, Career Days, citizen science field-based programs, and technology-based education products. During the winter months, the AmeriCorps member will organize a program called "Parks in Classrooms" which includes visits to schools doing curriculum-based activities that relate to the park.

Primary Functions of Position:

- 1) Presenting K -12 grade field programs based out of Headquarters & Twin Creeks areas.
- 2) Assisting with the research and development of educational material/content for Resource Protection and Education. Example: Social Media content, signage, print and web based media, website management, video production etc.
- 3) Assisting with student volunteer days, citizen science based field programs.
- 4) Coordinating the winter Parks in Classrooms program to local schools. Includes recruiting and scheduling programs, organizing materials, scheduling with park staff and presenting programs in the classroom.

Position Seasonal Breakdown:

Fall: Initial training will include information about park resources and education techniques The member will observe all K-12 Parks As Classroom (PaC) programs and begin teaching them when ready Projects will be added after member is comfortable with PaC programs

Winter: Member will observe, coordinate, and teach the winter K-8 Parks in Classrooms (PiC) programs Member will assist in development of educational material/content for Resource Protection and Education.

Spring: Member will teach K-12 Parks As Classroom programs Member will assist with the research, development, and presentation of MS/HS initiatives such as Assisting with the research and development of educational material/content for Resource Protection and Education.

Example: Social Media content, signage, print and web based media, website management, video production etc. Assisting with student volunteer days, citizen science based field programs

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 Preferences:

- Applicants for the position will hold a minimum of a bachelor's degree and/or experience in environmental education, interpretation, biological sciences, natural resource management, education, park management, or a related discipline. The member will be resourceful, adaptable, and able to serve comfortably alone or in a group. The NPS GRSM member must be willing and able to represent CAC AmeriCorps and the NPS in a professional, positive, and enthusiastic manner. This is a drug-free workplace opportunity.

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:

- Must be a US Citizen or Permanent Resident.
- Must be 18 to 35 years old.
- Must have own transportation & a valid driving license (*no moving violations allowed)
- Paid or unpaid experience with teaching or working in other educational institutions
- Paid or unpaid experience in outdoor environmental education
- Strong interest in environmental education and resource conservation
- Must be able to work as a team for education programs and projects Able to work independently
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Commitment to honesty, excellence and professionalism

- Comfortable making presentations to large groups (20 to 100+ people)
- Able to motivate others to change habits and behaviors

Service Conditions:

AmeriCorps member will primarily work outdoors in a mountainous and ever-changing environment. Outdoor work and exposure to all weather conditions (sun, rain, heat, cold, etc.) will be required. Occasional evening/weekend hours may be necessary.

Physical Demands: Sitting; standing; walking; lifting, pushing, pulling and carrying (up to 25 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies;

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.



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