



## CAC AmeriCorps

Position Description

**AmeriCorps Member**



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

**Partner:** Keep Blount Beautiful

**Location of Service:** 356 Sanderson St  
Alcoa, TN 37701

**Supervisor:** Brittney Whipple, Executive Director

### **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 primarily be the main contact for Keep Blount Beautiful's various programs regarding litter pickup, education, and recycling. The AmeriCorps member will work with schools, government agencies, the media, businesses, community organizations, individual residents, and the Board of Directors. The member will be the main contact for scheduling education programs. The member will give tours of the landfill and educational activities at the Eco Center. The member will create and give in-school presentations and activities regarding stormwater, recycling, waste reduction, litter, and energy. The member will manage litter programs including equipment loaning and Adopt A Mile. The member will be involved in planning and coordinating litter cleanups and other major events, event planning/logistics, as well as recruiting and managing volunteers. The member will assist with recycling collections and beautification projects. Some daily tasks the member will encounter are managing email, answering the phone and assisting residents with a wide range of questions, updating social media and agency website, soliciting donations from local organizations/vendors, filing and report on all KBB events, and promoting KBB at community events.

## **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:

- Bachelor's Degree, preferably in areas of study related to Geographic Information Science (GIS), environmental conservation, engineering, landscape architecture, sciences or communications

### **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:

- Energetic and eager to tackle new tasks and ideas
- Ability to work independently
- Ability to take initiative and be a leader
- Ability to complete tasks on time as directed without hesitating to ask questions
- Ability to speak publicly, clearly, and give good direction to classrooms and volunteers
- Proficient computer skills, including Microsoft Office, Gmail, and Google Drive
- Excellent written and verbal communication skills
- Excellent organization/filing skills
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Valid driver's License with ability to transport oneself and supplies to community locations for events and meetings.

Service Conditions:

- The AmeriCorps may dress in business casual/casual attire in the office. Business casual should

be worn at meetings with board members, government officials, and professional engagements. Comfortable, warm clothing that can get dirty should be worn during litter cleanups and other outdoor events. The AmeriCorps will be provided with a KBB polo.

-The AmeriCorps must be able to handle a variety of work locations. Time will be spent out of the office at educational events, litter events, etc. as well as in the office.

-The AmeriCorps will often have to work independently without direct supervision on projects and manage multiple tasks at once.

-The AmeriCorps must be able to lift and transport a variety of supplies, up to 50lbs.

### **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.



**AmeriCorps**

