



CAC AmeriCorps

Position Description

AmeriCorps Member



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

Partner: Keep Knoxville Beautiful

Location of Service: Knoxville Botanical Gardens and Arboretum
2743 Wimpole Ave, Knoxville, TN 37914

Supervisor: Alanna McKissack, 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 act as the Program Coordinator (PC) for KKB. The primary goal of the PC is to organize events and programs to promote the mission of KKB. The PC will work with schools, neighborhood organizations, civic clubs, government agencies, the media, and the business community to develop and implement litter prevention and litter cleanups, waste reduction, and community beautification activities.

The PC will perform a number of essential duties such as educating area youth via school cleanups and the “Talking Tree” and other environmental education programs, organizing litter cleanups with various members of the community, recruiting volunteers, tabling at volunteer fairs, expos, and community events to educate the public, promoting and booking the Recycling Trailer. The PC will also maintain all event records using Keep America Beautiful’s tracking system as well as maintain an active social media presence. The PC will provide assistance to the Executive Director and Board Committees in addition to supporting planning special events including: Trash Runs, The Orchids Awards, and Beautification Mobs. The PC will also be involved in creating and developing new program and event ideas throughout their service term.

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:

- Undergraduate degree

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:

- Proficiency in MS Office
- Ability to work well with or without supervision while maintaining project deadlines
- Ability to speak in public and relay information to individuals or groups
- Ability to remain courteous and amicable while engaging with members of the public
- Valid Driver's License with good driving record

Preferred Qualifications:

- A background or experience working with a nonprofit organization, either as a volunteer or staff person
- Pursuing a career in education, public administration, public policy, non-profit management, environmental science, or other related fields.
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms.

Position Requirements:

- Volunteer Support: PC will provide a variety of support services to individuals and groups

including, but not limited to, helping groups learn to organize efforts, recruit volunteers, and obtain materials needed for service projects.

- Supervision of Volunteers: The PC will, from time-to-time, be required to supervise volunteers and/or interns.
- Presentations: PC must be able to make presentations regarding litter prevention, sources of litter, how to organize a cleanup, basic recycling information, waste reduction, reuse, composting, and other related issues to youth and adults. Such presentations may include the use of PowerPoint, The Talking Tree costume, props, craft projects, and other teaching aids.
- Communication: The PC must have excellent speaking and writing skills. The PC must be comfortable speaking in front of groups and talking on the phone.
- Transportation: The PC must be able to transport oneself and supplies to community locations to attend meetings, make presentations, or provide project support.
- Technological: The PC must be able to use Gmail, Word, Excel, PowerPoint, Facebook, and Twitter.
- The PC will assist other AmeriCorps members in community projects.
- Some weekend and evening work will be required.

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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