



CAC AmeriCorps

Position Description

AmeriCorps Member



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

Partner: Keep the Tennessee River Beautiful

Location of Service: Keep the Tennessee River Beautiful Office
12640 Sailpointe Lane, Knoxville, TN 37922

Supervisor: Kathleen Gibi, 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 be working with all programs and projects managed by Keep the Tennessee River Beautiful. The member will be working directly with the Executive Director of Keep the Tennessee River Beautiful.

The person serving in this position needs to be a self-starter that understands the mission and vision of the organization as well as the responsibilities of the position, which will include:

- Helping with the planning and execution of river cleanups throughout the Tennessee River watershed within the seven states of Tennessee, Alabama, Mississippi, Kentucky, Georgia, Virginia, and North Carolina.
- Recruiting volunteers for river cleanups and Adopt a River Mile / Adopt a Stormdrain program
- Assisting with office work including:
 - o Building e-mail lists
 - o Writing blogs
 - o Compiling and analyzing data from projects in the field
 - o Making social media posts
- Delivering and at times installing infrastructure that will help to reduce litter throughout the Tennessee River watershed

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:

- 4-year degree graduate of accredited college or university
- Prior work experience with non-profits 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:

- Ability to both work in an office environment and outdoors in all seasonal weather conditions on the water during intense weekend cleanup schedule.
- Adeptness with social media; primarily Facebook and Instagram.
- Ability to provide own, reliable transportation to program sites and meetings. Overnight travel may be required.
- Physical capability of lifting 50 lbs. and climb in and out of boat from/to varying terrains.
- Ability to work independently, but comfortable asking supervisor for clarification, expert opinion, and/or advice as needed.
- Ability to follow safety protocol, especially on and around the water.
- Completion of assigned tasks in a reasonable amount of time.
- Ability to multitask and prioritize tasks while working on several projects simultaneously.
- Proficiency with Microsoft Office including Word, Excel, PowerPoint and Publisher.
- Comfort using google drive.
- Writing that expresses content succinctly with correct syntax, grammar, and spelling.
- Ability to communicate and collaborate positively with partner entities.

- Valid driver's license and good driving record.

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.

