



## CAC AmeriCorps

Position Description

**AmeriCorps Member**



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

**Partner:** Knox County Engineering and Public Works

**Location of Service:** Knox County Public Works  
205 W Baxter Ave, Knoxville, TN, 37917

**Supervisor:** Tiffiny Gracy

### 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 primary duty of the Knox County Stormwater AmeriCorps members will be to provide outstanding service in carrying out Knox County's mission to comply with the water quality regulations, while exercising professionalism, enthusiasm, and creativity in the workplace. Being a part of the Knox County Stormwater AmeriCorps Team (KCSAT) provides an excellent opportunity to build your resume and skill set, as well as professionalism in the workplace. The AmeriCorps members will share the opportunity to gain experience in working with GPS & GIS technology, project development, stormwater management solution design, infrastructure stream surveying, and public education and outreach.

Throughout the member's term they will use GPS equipment to assess and perform inspections on stormwater infrastructure in the field; report information through data entry, perform GIS tasks in ArcMap and KGIS (local GIS systems). Members will also assist in the coordination and implementation of Knox County's education and outreach projects which include but are not limited to watershed initiatives, training/workshops, and community events as well as conduct water quality monitoring tasks in the field via basic chemical, biological and physical assessments. The member will assist in designing, installing, and reporting on "green" projects for the Environmental Stewardship Program, assist with data entry within Knox County's database (E-

Codes), and coordinate volunteers and community members in water quality protection efforts. The member will also assess/survey residential properties affected or potentially affected by hazards due to flooding.

### **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:

- Strong Microsoft Office knowledge, primarily Microsoft Word, Excel, and PowerPoint
- Ability and/or willingness to learn to use technical tools e.g. GPS equipment, GIS software (ex: ArcPad, ArcMap)
- Willingness and ability to walk outdoors for extended periods of time while collecting graphical data, in both fair and inclement weather
- Knowledge of general natural sciences and ability to learn basic principles
- Flexibility in the workplace and willingness to take on a range of tasks
- Organized and detail-oriented with the ability to collect, document, and maintain recorded information
- Ability to successfully complete projects within a team and individually

- Ability to effectively communicate and coordinate with others, both verbally and written
- Ability to take direction while also showing initiative in daily tasks
- Creative, independent, personable, motivated, dependable, and professional
- A valid driver's license and reliable transportation to and from the Knox County Stormwater office

**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.

