



CAC AmeriCorps

Position Description



Dates of Service: August 2nd, 2021 – August 1st, 2022

Partner: Lakeway CASA

Location of Service: 1609 Walters State CC Drive, Morristown, TN 37813

Supervisor: Kelley Williams, Executive Director

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

Position Summary:

Each CASA program or agency professionally trains and carefully screens volunteers to become Court Appointed Special Advocates for abused and neglected children in juvenile court. These volunteers represent the best interests of the victimized child with the goal of securing a safe, permanent home. Tennessee state law allows for judges to appoint CASA volunteers to “speak up” for the child’s best interests. CASA volunteers do not work for the child’s family, the state, or other interested parties. They work for the child. Most CASA volunteers represent only one child, or family of children at a time. CASA is a local, nonprofit organization in communities all across the nation. Since CASA’s national inception, CASA volunteers have helped more than two million children find safe, permanent homes.

Position Summary: The Lakeway CASA Volunteer Services and Development VISTA will research and make recommendations for volunteer recruitment, retention, and management, and help implement within the organization. This position will develop and deploy internal programming to increase volunteer outreach. The Volunteer Services and Development VISTA will engage community stakeholders to increase donations and donor engagement with Lakeway CASA. This position will give opportunities to increase skills in grant writing, non-profit funding and management, volunteer recruitment, and general program development.

Minimum Qualifications:

- Excellent communication skills, including marketing and promotional skills.
- Multi-tasking abilities to simultaneously manage multiple accounts/projects
- Technical writing skills for fundraising and grant writing

Member Benefits Include:

- A modest living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax), paid over 52 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- Health insurance premium subsidy paid by program for members who are covered by a Bronze, Silver, or Gold plan in the health insurance marketplace (healthcare.gov) and are not already covered by a parent, spouse, Medicaid, Medicare, or Military healthcare benefits.
- Health insurance allowance plan that reimburses for out-of-pocket expenses for those already covered by a health insurance plan.
- Access to TeleDoc, a virtual healthcare resource.
- Relocation (50+ miles) and Close-of-Service travel allowance of up to \$1,000
- Settling-In Allowance of up to \$750 (must be requested).
- Non-Competitive Eligibility status for federal hiring up to 1 year after completion of your term.
- 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.
- Professional development and networking opportunities.
- 20% discount in tuition for Carson Newman's online MBA in Nonprofit Leadership program.

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, 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 employment process.