



## CAC AmeriCorps

Position Description

**AmeriCorps Member**



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

**Partner:** City of Oak Ridge, Stormwater

**Location of Service:** City of Oak Ridge Public Works  
100 Woodbury Lane, Oak Ridge, TN 37830

**Supervisor:** Amy Snyder, Stormwater Program Coordinator

### **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 CAC AmeriCorps members serving with the City of Oak Ridge Stormwater will assist in developing and maintaining its stormwater program. As a recently mandated Municipal Separate Storm Sewer System (MS4), the City of Oak Ridge gives members a unique opportunity to assist in creating the city's stormwater program under the direction of the Stormwater Program Coordinator. This position provides a good mix of office and field work as well as a variety of experiences and opportunities. The AmeriCorps members' main role is to manage the Healthy Waters program, which focuses on education and outreach related to stormwater quality. This includes working with students of all ages as well as the general public. This role allows for creative freedom and experiences in project management and collaboration. AmeriCorps members will also gain technical skills such as GPS and GIS while working in urban streams and infrastructure projects, collaborating and supporting other AmeriCorps members and professionals working at related organizations when appropriate, and assisting the Stormwater Program Coordinator in a variety of tasks to maintain compliance with the NPDES MS4 Stormwater Permit and as the stormwater program continues to grow.

During their term, the two members will work together to plan and host educational presentations and workshops as part of the Healthy Waters Program for K-12 students, after school clubs, homeowners and city employees. They will also work towards expanding the reach of the Healthy Waters Program to include new groups and give them the tools they need to become local environmental champions. This includes coordinating community volunteer events aimed at improving water quality in Oak Ridge, recruiting and training volunteers for Oak Ridge's Adopt-A-Stream Program, bringing information to the public by tabling at community events, and maintaining a strong social media presence for the Healthy Waters Program. Members will also assist in mapping City stormwater infrastructure using GPS and GIS, conducting stream surveys to identify possible problem areas and future projects, performing basic chemical tests on pipe outfalls to detect potential illicit discharges in streams, assist with pre-inspections of construction sites, and help prevent municipal stormwater pollution in City departments. This position will also involve a great deal of collaboration with AmeriCorps members from other city stormwater departments and non-profit organizations to plan and accomplish larger projects and events in Oak Ridge and other municipalities.

### **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 with some experience conducting basic chemistry tests is preferred.
- Knowledge of software programs such as MS Office and proficiency using email, and social media platforms.

#### **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:

*Preferred Experience*

- Collecting data using a handheld GPS device/Trimble, and Arc Collector.
- Organizing volunteer events and/or leading groups to accomplish tasks.
- Public speaking and/or educating diverse groups of people.

*Position Requirements*

- Ability to navigate uneven terrain, and work in challenging weather conditions with exposure to poisonous plants and polluted urban streams.
- Willingness to take on any task.
- Ability to maintain a positive attitude, and professional demeanor when engaged in public activities.
- Ability to explain relevant information clearly to a variety of public audiences in both written and verbal forms.
- Ability to prioritize duties to accomplish a high volume of work

**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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