



CAC AmeriCorps

Position Description

AmeriCorps Member



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

Partner: Office of Sustainability at the University of Tennessee, Knoxville

Location of Service: UT Facilities Services
2040 Sutherland Avenue, Knoxville, TN 37921

Supervisor: Khann Chov, Recycling Supervisor

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 UT Office of Sustainability is committed to promoting the responsible consumption of human, economic, and environmental resources on the University of Tennessee, Knoxville campus. We use holistic data collection and analysis to inform sustainability initiatives and develop collaborations with campus and community partners to reduce the environmental impacts of the University's operations, all while engaging the campus community in what it means to Make Orange Green.

The AmeriCorps member serving as the Office of Sustainability's Operations and Outreach Coordinator will work to further the Office of Sustainability's mission to become a zero waste institution. Under the direction of the Recycling Supervisor, the AmeriCorps member will coordinate the Office of Sustainability's waste reduction and composting efforts through involvement with a variety of programs and initiatives, namely overseeing the implementation of the My Tiny Trash program and completing campus-wide bin and signage standardization. They will be a first-line supervisor of student workers helping to implement these programs. The

member will also be responsible for conducting in-depth, building-by-building waste audits that will inform new diversion strategies unique to the needs of specific buildings and campus departments and provide education and training on proper composting and recycling practices. The member will be responsible for working with event planners and catering to make events Zero Waste, reporting on event waste data, troubleshooting problems with composting in dining and academic facilities, and expanding composting to new locations.

The member will be responsible for the Green Office Certification Program, helping offices get the process started and maintain their efforts to make their offices more sustainable, utilizing available funding to provide signage, promotional events and materials and purchase more efficient equipment and infrastructure. The member will maintain and create programs and policies that further our Zero Waste Commitment goals and our Sustainability Master Plan.

The member will oversee the POWER Challenge in the residence halls each fall and the Campus Race to Zero Waste each spring to promote resource conservation and waste minimization and track progress. The member will oversee outreach activities including social media, newsletters, the Sustainability Champion program, promotional material, and advising student workers engaged in these efforts. Another large aspect of the position involves overseeing volunteers including recruiting volunteers, coordinating with various departmental and other entities, and tracking/reporting volunteer hours.

The member will also serve as the secretary for the Committee on the Campus Environment (CCE), including scheduling monthly meetings, spaces and catering as applicable, creating the agenda, taking minutes and sending them out, answering cce@utk.edu emails, and strategic planning of sustainability initiatives on campus.

Other duties of the AmeriCorps member will involve answering recycle@utk.edu emails, assisting with recycling operations, serving as a representative of the Office of Sustainability at campus and community events that may occur at night or on the weekend, and working as a Zero Waste Gameday team member. Additionally, the member will have shared responsibility for giving presentations to classes and student groups, for planning and executing Earth Month events, and website maintenance.

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 in communications or environmental field strongly 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:

- Independent self-starter
- Solid organization, leadership, and communication skills
- Ability to work independently and collaboratively on a wide range of task
- Ability to effectively convey the Office of Sustainability message through written and verbal communication
- Comfortable creating and giving presentations to small and large (30+) groups
- Confident in ability to connect with, recruit, and sustain a cohort of student interns
- Knowledge of sustainability efforts within higher education or community organizations or experience working with a college or university sustainability office
- Great one-on-one communication skills, professional manner
- Capable of working with people from diverse backgrounds
- Commitment to honesty, excellence, and professionalism
- Ability to motivate others to change habits and behaviors
- Strong commitment to sustainability, resource conservation, and waste reduction
- Ability to work long hours while standing or walking in moderately strenuous working conditions (rain, heat, sun, cold, etc.)
- Valid driver's license

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.

