



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: Jay Price, Sustainability Manager

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 Programs Coordinator in the Office of Sustainability will engage the University of Tennessee, Knoxville professors and students in the UT Sustainability Internship Program, the Make Orange Green Ambassador Program, the Residence Hall Sustainability Rep Program and other similar efforts. In order to recruit student interns, ambassadors and reps, the AmeriCorps member will promote these Office of Sustainability programs to professors, classes, clubs, Resident Assistants (RAs), and student organizations.

For the Sustainability Internship Program, each school year the AmeriCorps member will interview and select approximately 20 student interns that will conduct research on a program or initiative of their choice. The AmeriCorps member will be in charge of guiding student interns' research by helping them to create a project proposal, timeline, and final product.

The Make Orange Green Ambassador program will be managed by the AmeriCorps member who will create/edit content for the Canvas platform, recruit faculty/staff/students to attend, provide instruction and oversee activities of the participants in the course. The 5-week course will be taught a minimum of once each year and is fully the responsibility of the member in this position. The member will create ways to engage participants in Office of Sustainability activities in meaningful ways post participation.

The AmeriCorps member will work with residence hall staff to identify Sustainability Reps for each residence hall, train them to represent the Office of Sustainability and incorporate sustainable living practices in the residence halls, and oversee their activities.

Data tracking and reporting is another important aspect of this position to track progress on sustainability goals. The member will be responsible for gathering data and completing various reports throughout the year. The member will also serve as the secretary for the Student Environmental Initiatives Fee Committee and will recruit any new members needed, schedule monthly meetings and create agendas, take minutes and voting records, track progress on projects and facilitate communication with committee members and applicants.

Other duties of the AmeriCorps member will involve answering sustainability@utk.edu emails, 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.

