



## CAC AmeriCorps

Position Description

AmeriCorps Member



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

**Partner:** Bike Walk Knoxville

**Location of Service:** Outdoor Knoxville (Legacy Parks Office)  
900 Volunteer Landing Ln, Knoxville, TN 37915

**Supervisor:** Lindsey Kimble, Executive Director

### 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 AmeriCorps member will be involved with all aspects of Bike Walk Knoxville's work, including education, programming, and initiatives in partnership with government and other non-profit organizations. These programs support active transportation and healthy communities. The tasks include assisting with Knox County Safe Route to Schools programming, assisting with planning, promotion, and logistics of Open Streets Knoxville event, including recruiting local businesses and organizations to participate, recruitment of volunteers, social media, and various other tasks, assisting with planning, promotion and logistics of Bike and Walk Tours with Elected Officials, as well as assisting with planning, promotion and logistics of Tour de Lights Knoxville event. The member will assist with the coordination of all class details and logistics for children's bike safety classes (Kids Love Bikes Program) and will also assist with Bike Walk Knoxville's Vision Zero advocacy efforts. The member will help with coordinating community partnership meetings, such as for the Bike Walk Knoxville Advisory Committee and Active Knox. The member will be responsible for attending and taking minutes at such meetings. The member will also help to coordinate Bike Walk Tennessee's annual Tennessee Bike Walk Summit.

During the member's term they will support Bike Walk Knoxville's organizational goals which include engaging in outreach and educational opportunities, supporting Complete Streets, planning and hosting Open Streets Knoxville, and serving as the subject matter expert to the Knoxville region. The member will learn the mission and goals of Bike Walk Knoxville and Bike Walk Tennessee as stated in their respective Strategic Plans. This information should be easily communicated to the at large public as needed. The member will perform general administrative duties such as responding to emails, scheduling meetings, and preparing reports. The member will also be responsible for general website maintenance, as well as creating and posting social media content for the organization. The member will help the Bike Walk Knoxville team with applying for various grants and fulfilling the requirements of grants Bike Walk Knoxville has already been awarded. The member will serve as a representative of these organizations at community and government meetings and events. During the member's term, they will become familiar with Knoxville and Knox County ordinances, policies, and regulations that impact the cross-section of built environment and health. The member will also research and comprehend Complete Streets concepts and policies.

### **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:

- 4-year degree graduate of accredited college or university
- Prior work experience with youth education required
- Prior work experience with non-profits 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:**

- Ride a bike well enough to assist with teaching basic children's bike safety and skills classes.
- Utilize social media; primarily Facebook and Instagram.
- Work will be both indoors in an office and outdoors at Safe Routes to School program schools, bike safety education sites and Open Streets Knoxville events.
- The selected member must be able to provide own transportation to program sites and meetings.
- The member must be physically capable to lift bikes up to 25 lbs. occasionally.
- Work independently, but comfortable asking supervisor for clarification, expert opinion, and/or advice as needed.
- Complete assigned tasks in a reasonable amount of time.
- Multitask and prioritize tasks while working on several projects simultaneously.
- Proficiency with Microsoft Office including Word, Excel, PowerPoint and Publisher.
- Comfortable using google drive.
- Writing should express content succinctly with correct syntax, grammar, and spelling.
- Communicate and collaborate positively with partner entities.
- Work with kids of all ages.
- Possess basic grant writing and budget skills.
- Valid driver's license and good driving record.

**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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