



## CAC AmeriCorps

*Position Description*

### Outreach Coordinator



**Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022

**Partner:** UT FUTURE Program

**Location of Service:** University of Tennessee  
1122 Volunteer Blvd. Knoxville TN 37920

**Supervisor:** UT FUTURE Program Coordinator

#### **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:**

The CAC AmeriCorps VISTA member serving as the Outreach Coordinator with the UT FUTURE Program will be involved in capacity building for the program in key ways. FUTURE is an inclusive postsecondary education program who serves individuals with Intellectual and Developmental Disabilities (IDD).

Throughout the year, the member will engage in a variety of activities including increasing exposure of the FUTURE Program to both on and off campus communities. For example, the member will plan for and attend recruitment events in the community to educate about the FUTURE Program and the benefits postsecondary education can afford individuals with IDD. The member also will develop and carry out training for volunteers (known as peer mentors) as well as head up recruitment efforts for additional peer mentors.

The member will oversee volunteers, who in turn work directly with the students enrolled in the FUTURE Program. Specifically, the member will be in charge of Friday afternoon activities, which are a mainstay of the FUTURE Program. This time works toward social inclusion and allowing FUTURE students to contribute to their surrounding community. The Outreach Coordinator will contact individuals and

organizations to host FUTURE students on Fridays, building relationships between the Program and its surrounding community.

The member should be flexible and ready to take on something new each day, as working with individuals with IDD can provide unique and varying challenges. The position will provide the member the opportunity to see, and be a part of, the day-to-day operations of a postsecondary education program for individuals with disabilities. The member will gain experience working with a diverse group of individuals, leading and planning events, being part of a team that focuses on a holistic approach to education services, teaching students with diverse abilities, etc. Through this, the member will become proficient in communication, leadership, organization, teamwork, and adaptability.

### **Minimum Qualifications:**

Bachelor's Degree

#### Position Requirements

- Strong communication skills
- Ability to follow instructions
- Ability and willingness to learn
- Ability to work well in a team
- Strong work ethic
- Ability and willingness to follow all safety protocols

### **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.