



## CAC AmeriCorps

*Position Description*

**AmeriCorps Member**



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

**Partner:** Bridge Refugee Services

**Location of Service:** 4420 Whittle Springs Road, Suite A, Knoxville, TN 37917

**Supervisor:** Katie Willocks, Program Manager

### **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.

### **About Bridge Refugee Services:**

Founded in 1982, [Bridge Refugees Services, Inc.](#) is a 501 (c)(3) not-for-profit organization committed to providing protection and assistance in refugees' inspiring journey and finding a secure path towards self-sufficient lives in the U.S. within a supportive community. Incoming clients are welcomed by Bridge caseworkers who arrange for housing, provide cultural orientation, and assist in navigating the often confusing and numerous processes encountered when they arrive, including access to healthcare, public services, and basic necessities. Through their *Refugee School Impact Program*, Bridge informs newly-arrived parents on what to expect at school and offers guidance as they adjust to a new culture and language. Bridge Refugee Services partners with faith communities and local volunteers to help provide tutors, recreational activities, summer programs, English Language Learner's groups, and field trips for students. *Bridge's Employment Program* assists refugees in securing employment through job readiness training, placement assistance, interpretation services, post-employment follow-up, and referrals to additional employment resources.

### **Position Summary:**

The CAC AmeriCorps member will manage Bridge's community gardening program, whose mission is to increase clients' food security and improve mental health through gardening. This will entail supervising Bridge's current community gardening program and managing volunteers (in

partnership with the AmeriCorps Volunteer Manager) to assist clients with this program. The other half of member responsibilities will be to deliver cultural orientation classes to clients. The CAC AmeriCorps member will assess current programming and adjust them in response to client and staff feedback. Additionally, they will administer cultural orientation assessments to clients to gather data on their understanding. Topics covered include legal rights and responsibilities in America, how to use local public transport, and the American health care system. This position will focus on enhancing opportunities for refugees to integrate into their local communities by introducing them to local resources and services as well as the local natural environment.

This position will provide the member with an opportunity to engage in data acquisition and management; improve public speaking and teaching skills; increase aptitude in strategic planning and steps for implementation; develop and execute procedures for public outreach and communication; recruit, train, and manage a volunteer corps; and create program to better ensure the health and nutrition of clients.

### **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:

- University Degree, preferably in the humanities, social or natural/agricultural sciences or community development.

### **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

- Proficiency with Microsoft Office products / Ability to work with diverse populations

### **Member Benefits Include:**

[www.cacamericorps.org](http://www.cacamericorps.org)

- 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 aid in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to aid with determining eligibility. - Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a share house/apartment scenario.
- 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 act to ensure that 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 employment process.

