



CAC AmeriCorps

Position Description

Community Wellness Coordinator



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

Partner: Big Brothers Big Sisters of East Tennessee

Location of Service: 318 N Gay St #100, Knoxville, TN 37917

Supervisor: Lorien Pace, Operations 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 Big Brothers Big Sisters of East Tennessee: <http://www.tennesseebig.org/>

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's more than 50-year history in the Knoxville area.

Position Summary:

The CAC AmeriCorps member serving as the Community Wellness Coordinator with Big Brothers Big Sisters of East Tennessee will organize, plan, and implement initiatives, activities, and communications that increase the well-being of our Bigs, Littles, their families and broader communities, as well as their environments.

Under established guidelines for public health, activities will include designing and communicating methods and opportunities for remaining (or becoming) physically active, leading BBBS-ETN's Hiking and Fit Clubs on environmentally educational excursions in partnership with Sierra Club, and (alongside BBBS-ETN program team members) planning and implementing large-scale match activities and trainings – either online or in person – for Bigs, Littles, and their families

with focus on personal health, nutrition, substance misuse avoidance, and environmental stewardship. The Community Wellness Coordinator will also deepen partnerships and seek new ones, with organizations like the YMCA, Legacy Parks Foundation, Keep Knoxville Beautiful, and more.

The Community Wellness Coordinator will collaborate with BBBS-ETN teammates to create content for and disseminate a newsletter on community wellness, to include healthy food, exercise, and avoiding opioids and other substances—as well as a focus on being active outdoors and serving as stewards of the environment. Additionally, the AmeriCorps member might assist with enrolling children coming into the program, including interviewing parents and youth. The member will build strong relationships with families whose children are waiting for a mentor and will offer the aforementioned programs to these stakeholders.

This position will provide direct support to our matches, including sharing resources for families affected by Tennessee’s opioid epidemic, and they will provide trainings to volunteers using new modules on health-related activities and on alcohol, drug, and opioid abuse. Additionally, they might also conduct match meetings between children and volunteers, allowing BBBS-ETN to make more matches than possible at current staffing levels. The community wellness coordinator will place particular focus on engaging Littles and communities of colors – in both health- and environmental-related activities and trainings.

The Big Brothers Big Sisters of East Tennessee team is dedicated to professional development. AmeriCorps members would be eligible for our \$150 training budget for each staff member. Further, as a member of Knoxville’s Alliance for Better Nonprofits, BBBS-ETN also receive free trainings which this person could participate in. Both our development and our fundraising teams regularly train; currently, we’re learning about ACEs and trauma-informed care, among many other topics. While not a day-to-day necessity for this position, the person in this position would be welcome to participate.

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 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:

- Passion for the mission of Big Brothers Big Sisters of East Tennessee
- Interest in teaching youth the benefits of staying healthy – through exercise, lifestyle choices, and experiencing the outdoors
- Passion for environmental stewardship
- A self-starter who thrives on developing programs and forming new partnerships
- Belief that all youth have potential
- Effective communication and writing skills
- Proficient at volunteer coordination
- Sense of humor
- Proficiency with Microsoft Office
- Ability to work with diverse population

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 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.

