



## CAC AmeriCorps

Position Description

### Food Assistance Coordinator



**Dates of Service:** August 16, 2021 – December 3, 2021 (~20 hours/week)

January 10, 2022 – April 30, 2022 (~20 hours/week)

**Partner:** CAC Nutrition Assistance

**Location of Service:** 2247 Western Avenue Knoxville, TN 37921

**Supervisor:** Shelly Woodrick, Community & Volunteer Manager

#### **About CAC AmeriCorps Community Action Fellows:**

The Community Action Fellows (CAF) program assists with pandemic recovery efforts by tackling learning loss in education, food insecurity, and the broader effects of COVID-19 in East Tennessee. Unlike our more typical, full-time AmeriCorps assignments, CAF members will serve 300-hour terms to be fulfilled within 16 weeks (at approximately 20 hours/week) or 32 weeks (at approximately 10 hours/week). CAF members may serve up to 600 hours per year and up to eleven terms for education award eligibility.

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.

#### **Organization Overview:**

[CAC Mobile Meals](#) is the Meals on Wheels program for Knox County. Home-delivered meals help senior citizens continue to live in their own homes, where they want to be. Helping seniors live indecently and safely in their homes as long as they can is key in providing a cost-effective solution for our aging population. Meals are also prepared and served to participants at Congregate Dining sites (senior living facilities) for those able to pick up their meal from a staff member at the community room on property.

“CAC Mobile Meals seeks to increase food security amongst Knox County’s senior population through the coordination of one of the biggest meals-on-wheels operation in the country, servicing 1,200+ individuals over the age of 60 who are homebound, unable to cook for themselves, and live in Knox County. From Monday to Friday, large teams work to ensure that all the steps leading up to a hot meal in front of an eligible senior ready to eat is carried through”.

**Position Description:**

The position will provide support to the Nutrition Services / Mobile Meals staff as needed. Duties will vary and may include: 1) assisting at Mobile Meals Kitchen by packing meals into coolers, loading coolers into volunteer vehicles, help coordinate distribution of materials for routes as needed, cleaning coolers; 2) assist at one of the Congregate Dining sites serving seniors; 3) deliver Mobile Meals routes as needed; and 4) assist in office with special projects.

**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; have completed high school or received a GED; and be a U.S. citizen, national, or lawful permanent resident.

**Position Expectations & Requirements:**

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps Community Action Fellows are required to attend an orientation at the start of service.
- CAC AmeriCorps Community Action Fellows are required to serve a part-time schedule in accordance with their specific service term assignment, which is approximately 20 hours/week for 16 weeks or approximately 10 hours/per week for 32 weeks.
- CAC AmeriCorps Community Action Fellows are required to wear AmeriCorps branded uniform gear and appropriate safety equipment during service.
- CAC AmeriCorps Community Action Fellows are required to make their way to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps Community Action Fellows are required to serve effectively both independently and within the context of a team.
- CAC AmeriCorps Community Action Fellows should be capable of taking direction and performing 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 in Microsoft Office Suites
- Work with diverse demographics.
- Push, pull, and lift up to 50 lbs.
- Possess a valid driver's license.
- Stand on feet for long periods of time
- Balance multiple projects at once.

**Member Benefits Include:**

- A modest living allowance of \$3,300 distributed bi-weekly at \$412.50 (pre-tax), paid over 16 weeks or \$206.25 (pre-tax) over 32 weeks.
- Education Award of \$1,342 that can be applied to student loans and/or future education expenses.
- Worker's Compensation
- 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 assist with determining

eligibility.

- 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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