



CAC AmeriCorps

Position Description

Program Specialist



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

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

August 16, 2021 – April 30, 2022 (~ 10 hours/week)

Partner: Girls Inc of Tennessee Valley

Location of Service: 1796 Oak Ridge Turnpike, Oak Ridge, TN 37830

Supervisor: Alanna Kosier, VP of Programs & Operations

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:

[Girls Incorporated TN Valley](#) delivers life-changing programs that inspire girls to be strong, smart, and bold. Research-based curricula, delivered by trained professionals, equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Girls Incorporated TNV is an independent affiliate of the national Girls Incorporated, the nation's leading expert on issues affecting girls and young women.

Position Description:

The CAC AmeriCorps Community Action Fellows will contribute to Girls Inc's mission by assisting with its various programs, which include Leadership and Community Action, Media Literacy, Sporting Chance®,

Economic Literacy®, and Operation Smart®. Available positions include two 16-week terms (one in fall and one in spring) and three 32-week terms.

The member will have opportunities to develop mentoring relationships with small groups and individual girls as a part of regular programming, and be a positive role model to those girls. The member will also receive learning opportunities on the Girls Inc. mission, effective facilitation skills and program practices, girls' developmental considerations, cultural competency and responsiveness, and organizational policies and procedures, and have a professional development plan that targets their designated areas of development.

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:

High school diploma required, one or more years of college preferred

- Experience working in a youth organization or related field with demonstrated ability to facilitate and implement youth programming
- Ability to be a positive and strong role model for girls
- Demonstrated ability to facilitate collaborative work among people with diverse backgrounds and skill levels
- Flexibility and ability to problem solve
- Attention to detail and demonstrated ability to work effectively with minimal direct supervision

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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