



CAC AmeriCorps

Position Description

AmeriCorps Member



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

Partner: Knox County Engineering and Public Works

Location of Service: Service will be split between the following locations:

Location 1

Knox Soil Conservation District
4730 New Harvest Ln, Knoxville, TN

Location 2

Knox County Engineering and Public Works
205 W. Baxter Avenue, Knoxville, TN

Supervisor: Soil Conservationist / Stormwater Compliance Manager

About CAC AmeriCorps:

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.

Position Summary:

This position is primarily focused on serving the Knox County Soil Conservation District, with a secondary focus on serving the Knox County Stormwater Compliance department. The successful candidate will serve approximately 3 days per week at the Soil Conservation District and 2 days per week at the Knox County Stormwater Compliance, however this will vary depending on organizational needs and weather.

The Knox County Engineering and Public Works Department is excited to partner with CAC AmeriCorps to deliver enhanced service to our constituents and make available opportunities for members to experience the delivery of exceptional service.

Knox County Engineering and Public Works is a diverse group of professionals committed to serving

the public of Knox County through honest hard work. The Department is comprised of several grand divisions, including Strategic Planning, Development Services, Fleet Services, Solid Waste and Operations.

Within Engineering and Public Works, the groups that the AmeriCorps members will primarily serve are Stormwater Compliance and Soil Conservation, within the Strategic Planning division. The AmeriCorps members will be supervised by the Soil Conservationist and the Stormwater Compliance Manager.

The following is a summary of the needs of Stormwater Compliance and Soil Conservation.

Knox County Stormwater Compliance:

Knox County Stormwater Compliance is tasked with ensuring the County complies with water quality and flooding regulations. Serving this department provides an excellent opportunity for members to build their resume and skill sets by engaging with the following projects and duties:

- Using GPS equipment to inventory stormwater infrastructure.
- Performing visual stream assessments.
- Performing chemical, biological, and physical assessments of local streams.
- Using GIS software (ESRI) to create maps and educational materials for the public.
- Engaging with the public to increase knowledge about water quality and flooding.
- Participating in coordinated flood responses where necessary.
- Assessing and surveying residential properties affected, or potentially affected by hazards due to flooding.
- Assisting with data entry within Knox County's databases and GIS systems.
- Assisting in the development and delivery of social media messaging, website content, brochures, and newsletters.
- Assisting in the design, installation and maintenance of County owned green infrastructure.
- Assisting with pollution prevention activities including campus pollution source checks, composting, recycling, and cleanup day.
- Organizing and participating in outreach and education events including classroom, after-school, and community events.

Knox County Soil Conservation District:

The Knox SCD in partnership with NRCS provides technical and financial assistance to agricultural and non-industrial forest landowners through voluntary programs to install Agricultural Best Management Practices (Ag BMPs). Serving this department provides an excellent opportunity for members to experience working on conservation planning, agricultural conservation, GPS & GIS technology, project design and monitoring, and public education outreach. Duties include:

- Working in the office and the field assisting staff in providing conservation technical assistance.
- Assisting in designing and reporting on Ag BMPs.
- Assisting in the coordination and implementation of the Knox SCD's education outreach projects which include but are not limited to watershed initiatives, training/workshops, farm tours, field days, annual banquets, and community events.
- Using GIS software (ESRI) to create maps and educational materials for the public.
- Assisting with project documentation and data entry.
- Assisting with surveying projects including using measurement tools such as laser levels, survey rods and tape measures.
- Assisting the Program Coordinator and Soil Conservationist with general office functions including scheduling, preparing Board meeting documents, managing customer folders, and preparing for events.
- Assisting in the development and delivery of social media messaging, website content, brochures, and newsletters.

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, preferably in areas of study related to environmental conservation, natural resource management, engineering, landscape architecture, sciences, Geographic Information Science (GIS), or communications.

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:

An ideal Member to serve our organization will be punctual, reliable, dependable, independent, focused, organized, responsible, motivated, and creative along with the following specific personal qualifications:

- Strong Microsoft Office knowledge, primarily Microsoft Word, Excel, and PowerPoint.
- Willingness and ability to work outdoors for extended periods of time while collecting data, and meeting with clients, in both fair and inclement weather.
- Knowledge of general natural sciences.
- Flexibility in the workplace and willingness to take on a range of tasks.
- Ability and/or willingness to learn to use technical tools e.g., GPS equipment, GIS software.
- Detail-oriented with the ability to collect, document, and maintain recorded information.
- Ability to successfully complete projects within a team and individually.
- Ability to effectively communicate and coordinate with others, both verbally and written.
- Ability to take direction while also showing initiative in daily tasks.
- Creative, independent, personable, motivated, dependable, and professional.
- A valid driver's license and reliable transportation to and from the office.
- Ability to demonstrate punctuality, professionalism, and courtesy in the workplace.

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 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.

