



# CAC AmeriCorps

Position Description

**Leaders for Readers / Community Schools**



**Dates of Service:** August 16, 2021 – April 30, 2022 (~ 10 hours/week)

**Partner:** Knox Education Foundation

**Location of Service:** 912 S Gay St L210, Knoxville, TN 37902

**Supervisor:** Adam Fritz, Community Schools Director

### **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:**

[Knox Education Foundation](#) is a group of educators, business, and community leaders who support Knox County Public Schools. Through advocacy, investment, community resources and programs that empower every student to excel, we are focused on supporting ‘college and career.’ We place equal emphasis on industry preparedness, workforce development, and higher education preparation. Founded in 2020 to serve as the fundraising and administrative arm of three core initiatives, Knox Education Foundation strives to be a catalyst for change and tackle some of education’s most pressing challenges.

### **Position Description:**

Working with Knox Ed’s Community School Team, this individual will assist in a variety of manners, such as utilizing site-based needs and assets assessments, site steering committees, and input from other stakeholders to identify opportunities for program development, implementation, support, and evaluation. They will also build capacity for community-led initiatives with a focus on enhancing social, cultural, and physical connections between Community Schools and students, families, school staff, and

surrounding neighborhoods. They will also be involved in the Leaders for Readers program to build literacy skills in k-3 students.

The AmeriCorps members will gain experience in

1. Assisting site coordinators with site-based needs and assets assessment which involves factual and perspective data.
2. Supporting implementation of specifically identified Site Steering Committee priorities assigned.
3. Assisting with developed systems to support ongoing implementation of priority items.
4. Facilitating connections between community stakeholders, youth, local businesses, non-profits, and government staff to implement program and placemaking efforts in alignment with Community School site-specific priorities.
5. Implementing existing site-based poverty intervention programs focused on students and families.
6. Building and fostering positive relationships with school personnel, students, families, and the community in the Northwest community.

**Minimum Qualifications:**

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/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.

**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.

