

**CAC AmeriCorps
2018-2019
Keep Knoxville Beautiful
Service Position Title: Program Coordinator**

Keep Knoxville Beautiful's (KKB) mission is to promote litter eradication, recycling, and beautification efforts in Knox County communities using education, events, and volunteer engagement. KKB is a local 501(c)(3) non-profit organization and an affiliate of Keep America Beautiful. We are funded with government grants as well as private contributions.

Site Supervisor:

Alanna McKissack, Executive Director

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Service Position Description

The AmeriCorps member will act as the Program Coordinator (PC) for KKB. The primary goal of the PC is to organize events and programs to promote the mission of KKB. The PC will work with schools, neighborhood organizations, civic clubs, government agencies, the media, and the business community to develop and implement litter prevention and litter cleanups, waste reduction, and community beautification activities.

Keep Knoxville Beautiful is seeking a motivated, dependable, self-starting volunteer that is ready to take the lead to make a difference in our community.

Program Coordinator Duties:

1. Educating area youth via school cleanups and the "Talking Tree" and other environmental education programs
2. Organizing litter cleanups with various members of the community
3. Recruiting volunteers
4. Tabling at volunteer fairs, expos, and community events to educate the public
5. Promoting and booking the Recycling Trailer
6. Maintaining all event records using Keep America Beautiful's tracking system
7. Maintaining an active social media presence
8. Assisting Executive Director and Board Committees
9. Assisting in planning special events including: Trash Runs, The Orchids Awards, EarthFest, and Beautification Mobs
10. Creating and developing new program and event ideas

Essential Functions

- Volunteer Support: PC will provide a variety of support services to individuals and groups including, but not limited to, helping groups learn to organize efforts, recruit volunteers, and obtain materials needed for service projects.

- Supervision of Volunteers: The PC will, from time-to-time, be required to supervise volunteers and/or interns.
- Presentations: PC must be able to make presentations regarding litter prevention, sources of litter, how to organize a cleanup, basic recycling information, waste reduction, reuse, composting, and other related issues to youth and adults. Such presentations may include the use of PowerPoint, The Talking Tree costume, props, craft projects, and other teaching aids.
- Communication: The PC must have excellent speaking and writing skills. The PC must be comfortable speaking in front of groups and talking on the phone.
- Transportation: The PC must be able to transport oneself and supplies to community locations to attend meetings, make presentations, or provide project support.
- Technological: The PC must be able to use Gmail, Word, Excel, PowerPoint, Facebook, and Twitter.
- The PC will assist other AmeriCorps members in community projects.
- Some weekend and evening work will be required.

Minimum Qualifications

- Undergraduate degree
- Proficiency in MS Office
- Ability to work well with or without supervision while maintaining project deadlines
- Ability to speak in public and relay information to individuals or groups
- Ability to remain courteous and amicable while engaging with members of the public
- Valid Driver's License with good driving record

Preferred Qualifications

- A background or experience working with a nonprofit organization, either as a volunteer or staff person
- Pursuing a career in education, public administration, public policy, non-profit management, environmental science, or other related fields.
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms

