



CAC AmeriCorps

Position Description

AmeriCorps Member



Dates of Service: August 5th, 2019 – June 26th, 2020

Partner: Keep Blount Beautiful

Location of Service: 356 Sanderson St
Alcoa, TN 37701

Supervisor: Brittney Whipple, Executive Director

About CAC AmeriCorps:

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

Position Summary:

The AmeriCorps member will work with schools, government agencies, the media, businesses, community organizations, individual residents, and the Board of Directors. The member will give tours of the landfill and educational activities at the Eco Center. The member will create and give in-school presentations and activities regarding stormwater, recycling, waste reduction, litter, and energy. The member will be involved in helping plan the annual WaterFest event with Blount Stormwater departments. The member will also participate in planning and coordinating litter cleanups and major events, event planning/logistics, as well as recruit and manage volunteers. The member will provide assistance to residents that wish to do their own cleanup, as well as assist with the planning of other Keep Blount Beautiful programs such as, Adopt-a-Mile, BRAVO! Awards, household hazardous waste collections, recycling collections, trailer/clearstream loaning, and beautification projects. Some daily tasks the member will encounter are managing email, answering the phone and assisting residents with a wide range of questions, update social media and agency website, solicit donations from local organizations/vendors, file and report on all KBB events to Keep America Beautiful, and promote KBB at community events.

Minimum Qualifications:

Education

- Bachelors Degree

Position Requirements:

- Ability to navigate uneven terrain and work in challenging weather conditions.
- Proficient computer skills, including Microsoft Office, Gmail, and Google Drive
- Ability to work independently
- Excellent written and verbal communication skills
- Excellent organization skills
- Energetic and eager to tackle new tasks and ideas
- An interest in nonprofit management (experience with a nonprofit organization preferred)
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Valid driver's License with ability to transport oneself and supplies to community locations for events and meetings.

Service Conditions:

- The AmeriCorps may dress in business casual/casual attire in the office. Business casual should be worn at meetings with board members, government officials, and professional engagements. Comfortable, warm clothing that can get dirty should be worn during litter cleanups and other outdoor events. The AmeriCorps will be provided with a KBB polo.
- The AmeriCorps must be able to handle a variety of work locations. Time will be spent out of the office at educational events, litter events, etc. as well as in the office.
- The AmeriCorps will often have to work independently without direct supervision on projects and manage multiple tasks at once.
- The AmeriCorps must be able to lift and transport a variety of supplies, up to 50lbs.

Member Benefits Include:

- A modest living allowance of \$12,530, or, \$533.19 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$5,920 that can be applied to student loans and/or future education expenses.
- Health insurance is available for members who are not already covered independently or by a parent.
- 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 \$300-\$450 in a share house/apartment scenario.
- Professional development and networking opportunities.

Equity and Inclusion:

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, 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 employment process.

