



# CAC AmeriCorps

*Position Description*

## Program Coordinator



**Dates of Service:** August 5<sup>th</sup>, 2019 – June 26<sup>th</sup>, 2020

**Partner:** Keep Knoxville Beautiful

**Location of Service:** Knoxville Botanical Gardens and Arboretum  
2743 Wimpole Ave, Knoxville, TN, 37914

**Supervisor:** Alanna McKissack, 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 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.

The PC will perform a number of essential duties such as educating area youth via school cleanups and the “Talking Tree” and other environmental education programs, organizing litter cleanups with various members of the community, recruiting volunteers, tabling at volunteer fairs, expos, and community events to educate the public, promoting and booking the Recycling Trailer. The PC will also maintain all event records using Keep America Beautiful’s tracking system as well as maintain an active social media presence. The PC will provide assistance to the Executive Director and Board Committees in addition to supporting planning special events including: Trash Runs, The Orchids Awards, EarthFest, and Beautification Mobs. The PC will also be involved in creating and developing new program and event ideas throughout their service term.

## **Minimum Qualifications:**

### Education:

- 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.

### Position Requirements:

- 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.

## **Member Benefits Include:**

- A modest living allowance of \$14,000, or, \$595.74 bi-weekly (pre-tax), paid over 47 weeks.
- Education Award of \$6,095 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.

