



# CAC AmeriCorps

*Position Description*

## Program Coordinator



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

**Partner:** Keep Sevier Beautiful

**Location of Service:** 124 Joy St  
Sevierville, TN 37862

**Supervisor:** Lisa Bryant, 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 primary goal of the Program Coordinator is to organize special events to promote the mission of Keep Sevier Beautiful; an affiliate of Keep Tennessee Beautiful & Keep America Beautiful, the leading non-profit that builds and sustains communities.

The position focuses on four main areas, organizing special events for KSB, promoting KSB at events, building a strong volunteer base, and environmental education.

Throughout the term, the Program Coordinator (PC) will coordinate details of special events hosted by KSB to include: our flagship County wide festival – Wears Valley Fall Fest that features over 150 vendors, entertainment, and thousands of participants; fundraisers such as Light the Way 5K – a run through Dollywood's 4 million Christmas lights; community recycling drop off events; County-wide litter pickups; Community plantings; volunteer appreciation events and other community cleanup efforts, coordinate and monitor event timelines and ensure deadlines are met, initiate, coordinate, and/or participate in all efforts to publicize event, initiate and maintain social and electronic media, write press releases to promote event, create and revise layouts for special events, serve as a liaison between vendors, cities and volunteers on event-related matters, schedule speakers, vendors, and participants, coordinate event logistics to include registration and attendee tracking, signed volunteer waivers, presentation and materials support and pre- and post- event evaluations, prepare briefs, summaries,

fact sheets, layouts and other data required for program planning and implementation, and develop and coordinate fundraising events

The PC will also participate in a variety of community organizations/activities to promote the programs and mission of Keep Sevier Beautiful to include, but not limited to: festivals, Wildlife Wilderness Week, WinterFest, School fairs and City special events , work with event organizers to ensure applications are submitted timely, set up booth and distribute KSB information, create booth displays and prepare presentations, Recruit new volunteers through social media, newsletters, and outreach efforts, write thank you letters and send service hour documentation for all volunteers working events, communicate praise, motivation and positive reinforcement to volunteers and community, document and track volunteers service hours, develop and maintain volunteer distribution list, assist Education Coordinator in classroom settings, and lead educational classes with K-8 youth including reading books; crafts; and hands on programs.

### **Minimum Qualifications:**

#### Position Requirements:

- Passion for the mission and vision of Keep Sevier Beautiful
- Enthusiastic and positive attitude
- Interest to inspire and engage others
- Willingness to learn and ask questions
- Ability to effectively speak in public: poised, professional, persuasive and articulate
- Ability to write effectively
- Computer experience, including Microsoft Office word processing, database and spreadsheet
- Must have reliable transportation.
- Able to operate a motor vehicle
- Able to correctly lift a minimum of 25 pounds
- Able to maintain stamina in all weather conditions: direct sun, rain, wind, high/low humidity
- Able to bend, twist, stoop, kneel for continuous periods
- Able to walk and carry loads up to 25 pounds up and down narrow staircase
- Able to analyze and remember information
- Able to display leadership qualities by being: patient, kind, humble, respectful, selfless, forgiving, honest and committed
- Able to speak, read and write English
- Able to sit and/or stand for long/short periods
- Able to maintain good, personal hygiene
- Able to conduct self in utmost professional manner at all times representing KSB
- Able to have manual dexterity necessary to complete all job duties
- Able to work cooperatively with others
- Able to maintain dependable work attendance including evenings and weekends for special events
- Able to remain calm in highly stressful, hectic environment
- Able to be flexible and handle changes in priorities
- Able to prioritize tasks and complete assignments on time

- Able to report to work on time without being under the influence or smelling of alcohol or drugs
- Able to successfully pass a background check and a pre-employment drug test
- Able to be attentive, speak clearly, see near and far and hear
- Able to have good motor skills
- Able to make sound decisions

**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.

