



CAC AmeriCorps

Position Description

Volunteer Coordinator



- Dates of Service:** August 5th, 2019 – August 4th, 2020
- Partner:** Bridge Refugee Services
- Location of Service:** 3839 Buffat Mill Rd, Knoxville, TN 37914
- Supervisor:** Drocella Mugorewera, 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.

About Bridge Refugee Services:

Founded in 1982, [Bridge Refugees Services, Inc.](http://www.bridge-refugeeservices.org) is a 501 (c)(3) not-for-profit organization committed to providing protection and assistance in refugees' inspiring journey and finding a secure path towards self-sufficient lives in the U.S. within a supportive community. Incoming clients are welcomed by Bridge caseworkers who arrange for housing, provide cultural orientation, and assist in navigating the often confusing and numerous processes encountered when they arrive, including access to healthcare, public services, and basic necessities. Through their *Refugee School Impact Program*, Bridge informs newly-arrived parents on what to expect at school and offers guidance as they adjust to a new culture and language. Bridge Refugee Services partners with faith communities and local volunteers to help provide tutors, recreational activities, summer programs, English Language Learner's groups, and field trips for students. *Bridge's Employment Program* assists refugees in securing employment through job readiness training, placement assistance, interpretation services, post-employment follow-up, and referrals to additional employment resources.

Position Summary:

The CAC AmeriCorps member serving as Volunteer Coordinator with Bridge Refugee Services will strengthen the existing volunteer foundation, mobilize resources to support community engagement and mentorship programs for clients, and develop a volunteer outreach program. Additional functions are to include assessing volunteer program through check-ins, surveys, and meetings with existing volunteers and co-sponsor groups; collecting and reporting on volunteer hours and transportation mileage; researching volunteer and co-sponsorship retention efforts and implement best practices; organizing volunteer appreciation and engagement events; creating outreach/tabling material to use at

events and conferences to engage with prospective volunteers and community partners; developing an in-depth training plan and manual for co-sponsor groups and conducting needs-assessments for clients partnered with specific groups in conjunction with case worker; developing volunteer-initiated outreach programs in partnership with schools, higher learning institutions and other organizations and businesses; and identifying and strengthening the overall engagement of the client community through community events.

This position will provide the member with an opportunity to engage in data acquisition and management; increase aptitude in strategic planning and steps for implementation; develop and execute procedures for public outreach and communication; recruit, train, and manage a volunteer corps; and create program to better ensure the health and nutrition of clients.

Minimum Qualifications:

Education

- University Degree, preferably in the humanities or social sciences

Position Requirements:

- Proficiency with Microsoft Office products / Ability to work with diverse populations

Member Benefits Include:

- A modest living allowance of \$12,277.72, or, \$472.22 bi-weekly (pre-tax), paid over 52 weeks

- Choice of an Education Award of \$6,095, that can be applied to student loans and/or future education expenses, or an End-of-Service Cash Stipend of \$1,800

- A one year End-of-Service Non-Competitive Eligibility for employment in the federal government.

- Healthcare benefits

- 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 are available to provide assistance with determining eligibility

- Staff assistance with identifying housing. Housing, inclusive of utilities, is generally between \$300-\$450 in a shared house/apartment scenario

- Professional development and networking opportunities

- Click [HERE](#) to see full list of AmeriCorps VISTA benefits

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.



www.cacameriCorps.org

