



## CAC AmeriCorps

*Position Description*

### Volunteer Coordinator



**Dates of Service:** August 5<sup>th</sup>, 2019 – August 4<sup>th</sup>, 2020

**Partner:** Centro Hispano de East Tennessee

**Location of Service:** 2455 Sutherland Ave, Knoxville, TN 37919

**Supervisor:** Claudia Caballero, 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 Centro Hispano de East Tennessee:** <https://www.centrohispanotn.org/>

Having lacked a central place in Knoxville where internationals, especially Latinos, could learn English and find resources to help them improve their lives, in 2005, Centro Hispano became a 501c3 non-profit organization with the mission to help Latino neighbors improve their quality of life and become better citizens through education and information services. This is achieved through educational programs for children (after school programs at the Centro office and select elementary schools and a college preparation program) and adults (ESL, Spanish literacy, and High School Equivalency Credentials prep class) and through information and referrals, such as the Spanish Hotline to link Spanish speaking families to important information and services in the community; workshops on finances, legal issues, and healthcare; and a Women's Wellness Group to provide the necessary tools to Hispanic women for personal-development and well being through education, support, and empowerment.

#### **Position Summary:**

The CAC AmeriCorps member serving as Volunteer Coordinator with Centro Hispano de East Tennessee will promote economic opportunity among Latinos by decreasing the educational performance gap between Latino and white students in Knox County Schools through increased community participation in educating Latino students. The VISTA Member will build the volunteer capacity of Centro Hispano developing a procedure manual for the Volunteer Management Position. The volunteer will develop protocols to track volunteer enrollment, retention, satisfaction and performance. Additionally, the volunteer coordinator will create a volunteer manual which includes, position descriptions, responsibilities and training. Additional functions are to include expansion of the volunteer recruitment reach of Centro Hispano, enhancement of community awareness about Centro Hispano's mission and services, development of a job description and protocols for volunteer management position and

measurement of student performance. 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 employment opportunities for clients.

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**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

Recommended:

- Working knowledge of Spanish language

**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.

