



CAC AmeriCorps

Position Description

Compost/Recycling Coordinator



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

Partner: Sevier Solid Waste, Inc.

Location of Service: 1831 Ridge Road
Pigeon Forge TN, 37863

Supervisor: Laura Howard, EHS 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.

The primary goal of the Compost/Recycling Coordinator is to raise awareness of the composting plant and Sevier Solid Waste's recycling facility, the benefits of using compost, and increase recycling within the community.

Position Summary:

The CAC AmeriCorps member serving with Sevier Solid Waste, Inc will be involved in raising awareness of the composting plant and Sevier Solid Waste's recycling facility, the benefits of using compost, and increase recycling within the community. The member will raise awareness by focusing on three primary areas throughout their term; those areas are public outreach, organizing special events, and education.

This position will provide the member with many opportunities throughout their term. The member will prepare presentations, meet with farmers and land owners to promote the use of composting, and establish a relationship with the local stormwater group to promote the use of compost for alternative solutions for erosion control. The member will also become familiar with local organizations through working together to organize special events, meet with event organizers including sporting events, conferences, festivals and fairs to promote waste free events, and work in liaison with established waste free events organizers to coordinate logistics and provide solutions for challenges. Every year we partner with Keep Sevier Beautiful to host Wears Valley Fall Fest as a green event including: educational pieces, waste-free and recycling. The member will also plan and coordinate special events to raise awareness of recycling and composting, partner with other government agencies, non-profits, businesses, media, and community organizations to accomplish shared goals. The member will have the opportunity expand on

any marketing and communication skills through public outreach such as creating a strong social media presence on recycling and composting, attend public meetings, both as a participant and as a speaker, to engage community members on compost and recycling, creating marketing pieces to raise awareness of SSWI, and participating in local festivals, fairs, and community events to engage residents on recycling and composting. Throughout the term, the member will have opportunities to partner with Keep Sevier Beautiful to educate K-8 and will regularly coordinate and lead tours of SSWI.

Minimum Qualifications:

- Passion for the mission of Sevier Solid Waste Inc.
- 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. Mileage will be reimbursed at the federal rate (excludes transportation to and from work and personal use) when a Sevier Solid Waste vehicle is not available for use

Position Requirements:

- 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 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.

