



## CAC AmeriCorps

*Position Description*

**AmeriCorps Member**



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

**Partner:** Keep Blount Beautiful

**Location of Service:** 356 Sanderson St  
Alcoa, TN 37701

**Supervisor:** Brittney Whipple, 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 primarily be the main contact for Keep Blount Beautiful's various programs regarding litter pickup, education, and recycling. The AmeriCorps member will work with schools, government agencies, the media, businesses, community organizations, individual residents, and the Board of Directors. The member will be the main contact for scheduling education programs. The member will give tours of the landfill and educational activities at the Eco Center. The member will create and give in-school presentations and activities regarding stormwater, recycling, waste reduction, litter, and energy. The member will manage litter programs including equipment loaning and Adopt A Mile. The member will be involved in planning and coordinating litter cleanups and other major events, event planning/logistics, as well as recruiting and managing volunteers. The member will assist with recycling collections and beautification projects. Some daily tasks the member will encounter are managing email, answering the phone and assisting residents with a wide range of questions, updating social media and agency website, soliciting donations from local organizations/vendors, filing and report on all KBB events, and promoting KBB at community events.

## **Minimum Qualifications:**

### Education

- Bachelors Degree

Preferred Qualifications (but not required)- Experience with or degree in nonprofit management, working with children, and/or environmental science.

### Position Requirements:

- Energetic and eager to tackle new tasks and ideas
- Ability to work independently
- Ability to take initiative and be a leader
- Ability to complete tasks on time as directed without hesitating to ask questions
- Ability to speak publicly, clearly, and give good direction to classrooms and volunteers
- Proficient computer skills, including Microsoft Office, Gmail, and Google Drive
- Excellent written and verbal communication skills
- Excellent organization/filing skills
- Interest in litter prevention, waste reduction, and beautification as community improvement mechanisms.
- Valid driver's License with ability to transport oneself and supplies to community locations for events and meetings.

### Service Conditions:

- The AmeriCorps may dress in business casual/casual attire in the office. Business casual should be worn at meetings with board members, government officials, and professional engagements. Comfortable, warm clothing that can get dirty should be worn during litter cleanups and other outdoor events. The AmeriCorps will be provided with a KBB polo.
- The AmeriCorps must be able to handle a variety of work locations. Time will be spent out of the office at educational events, litter events, etc. as well as in the office.
- The AmeriCorps will often have to work independently without direct supervision on projects and manage multiple tasks at once.
- The AmeriCorps must be able to lift and transport a variety of supplies, up to 50lbs.

## **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.

