



AmeriCorps Street Outreach Coordinator Job Description

Job Title: Street Outreach Coordinator
Location: Knoxville, TN
Reports to: Director of Outreach
Engagement Status: Full-Time Americorps Member

About Tennessee Valley Coalition to End Homelessness, Inc.: Tennessee Valley Coalition to End Homelessness is a non-profit organization existing to house the homeless, educate the community, and equip stakeholders to provide lasting solutions to homelessness.

Tennessee Valley Coalition to End Homelessness' vision is to create a region where homelessness is rare and lasts less than 30 days. We believe that all individuals deserve access to safe, decent, and affordable housing.

Serving 12 rural counties in East Tennessee, TVCH utilizes strategic initiatives to address housing insecurity and provide resources to individuals experiencing homelessness, including public and private grants, private donations, partnerships with local governments and organizations, and physical donations.

Position Summary:

The Street Outreach Coordinator supports the Director of Outreach and Outreach Manager in providing services to people who are homeless, sleeping outside, or living in unstable housing. This position helps with street outreach, client support, HMIS data, donations, supplies, and the operation of the Mobile Shower Trailer.

Key Responsibilities:

- Help provide street outreach services to people experiencing homelessness or unstable housing, including distributing supplies and helping clients access basic resources.
- Talk with clients, collect needed information, complete basic assessments, and help connect them with shelter, housing, food, healthcare, transportation, and other services.
- Enter client information, services, and referrals into HMIS accurately and in a timely manner.
- Help collect, sort, organize, store, and distribute donated items, hygiene supplies, clothing, food, and other outreach materials.
- Help prepare for Mobile Shower Trailer events, including loading supplies, setting up the site, assisting with operations during the event, and tearing down afterward.
- Keep outreach supplies, equipment, vehicles, and work areas clean, organized, stocked, and ready for use.
- Work closely with TVCH staff and community partners to make sure clients receive appropriate services and follow-up when needed.

- Participate in outreach events, staff meetings, trainings, and other activities as assigned.
- Follow TVCH policies related to safety, confidentiality, HMIS, and professional conduct.

Qualifications:

- Must be at least 17 years old at enrollment and have a high school diploma or GED.
- Must be a U.S. citizen, U.S. national, or lawful permanent resident.
- Must complete the required National Service Criminal History Check and meet AmeriCorps program eligibility requirements.
- Must be able to work on your feet for long periods of time and stay active throughout the workday.
- Must be comfortable working outdoors in heat, cold, rain, and other weather conditions.
- Must be able to walk, hike, and travel through uneven or difficult terrain to reach clients.
- Must be able to spend up to 5 hours in a vehicle during the workday when traveling between outreach locations.
- Must be able to lift up to 75 pounds when needed and repeatedly lift and carry smaller items such as supplies, donations, tables, and equipment.
- Must be comfortable working directly with individuals experiencing homelessness and treating all clients with patience, respect, and compassion.
- Basic computer skills and familiarity with case management software is a plus.

Working Conditions:

- Primarily in person, with the opportunity to work from home 1-2 days per week.

Benefits:

- Up to **\$21,000 living allowance** paid throughout the service term.
- **\$7,395 Segal AmeriCorps Education Award** upon successful program completion.
- **Health insurance** at no cost and **childcare assistance** for eligible full-time members.
- **Student loan deferment** or forbearance for eligible loans while serving.
- **20 hours of sick leave and 20 hours of vacation leave**, available after earning the additional service time required.
- **Mileage reimbursement** for AmeriCorps-required travel; day-to-day mileage is the member's responsibility.
- **Personal and professional development** through training and hands-on nonprofit experience.

Service Commitment: Full-Time, 1700 Hours

Please send your resume to info@tvceh.org and utilize "**Street Outreach Coordinator**" as your subject line. **The deadline to apply for this position is October 12, 2026.**