



## Hunger Task Force Position Description Child Nutrition Educator

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**Department:** Advocacy

**Reports To:** Community Nutrition Program Manager

**FLSA Status:** Exempt

**General Function:** The Child Nutrition Educator leads the development and implementation of nutrition education programming. This position entails a diverse range of activities within the agency including the execution of the Nutrition Education program to students in the Milwaukee Public School District in the classroom, at the Hunger Task Force Farm, and the Nutrition Education Kitchen. This program is designed for grades 3-5 to develop student understanding of nutrition, create awareness for the importance of making healthy choices and increase consumption of nutritious foods with emphasis on fruits and vegetables.

### **Principle Duties and Responsibilities:**

- Lead the Garden to Plate initiative, including the development and implementation of the Community Nutrition Education program. Make direct and indirect educational contacts promoting a healthy lifestyle.
- Work closely with the Farm Team to develop educational curriculum and activities at The Farm.
- Use the curriculum to present nutrition-based lessons to local youth. Submit monthly, quarterly, and annual reporting on program outcomes.
- Update curriculum regularly to reflect current nutrition education standards, trends, and regular program evaluation.
- Foster an inclusive, safe and high-quality learning environment for all educational program participants.
- Recruit and respond to agency requests for programming, scheduling on-site and off-site class series as appropriate.
- Recruit and effectively manage community volunteers participating in HTF programs.
- Meet with leadership and staff from partnering schools to enhance collaboration and promote a healthier school environment.
- Work with strategically identified local and statewide partners to expand access to nutrition education programming.
- Develop and maintain strategic relationships to increase the visibility of educational programming.
- Participate in community events and projects and make public presentations as assigned.
- Advance agency initiatives through various methods including leading group education sessions related to nutrition and development of cultural and age specific nutrition education handouts, pamphlets, and visual aids.

- Manage programmatic expenses in collaboration with Farm Director and Controller.
- Work with Community Dietitian to manage Dietetic Internship Program.
- Collaborate with Community Dietitian to support the EFO Network as directed.
- Other duties as assigned.

### **Supervisory Responsibilities**

This job has no direct supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Experience in elementary education preferred.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond

to questions from groups of managers, clients, customers, and the general public. Spanish speaker preferred.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software and some graphic design ability.

Certificates, Licenses, Registrations Valid Wisconsin Driver's License

**Other Skills and Abilities**

- Excellent verbal and written communication skills
- Ability to work with diverse groups of people effectively
- Ability to work collaboratively with other individuals and agencies
- Excellent record keeping skills and attention to detail
- Ability to work independently and prioritize work tasks
- A passion for providing nutrition education
- Experience with nutrition and education or outreach
- Experience working in urban education
- Patience and passion working with children

**Other Qualifications**

Ability to be certified in First Aid and Safe Food Handling. Must be able to pass a criminal background check.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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**Salary Range: \$44,472 - \$64,428**