

CORNELL COOPERATIVE EXTENSION of ULSTER COUNTY POSITION DESCRIPTION

Position Number: 00132677
Working Title: Nutrition Program Educator
Cornell Title: Program Educator I

Location: 10 Westbrook Lane, Kingston, NY 12401
Supervisor: Nutrition Program Coordinator

BRIEF SUMMARY DESCRIPTION OF THE JOB

This position is designed for a Nutrition Program Educator who has completed the required training and demonstrated to nutrition program coordinator that she/he can perform required duties competently. This individual will maintain a continual system of recruiting, enrolling, evaluating and graduating families in Eat Smart and Live Well, grant-funded, nutrition education programs.

GENERAL RESPONSIBILITIES

Under the supervision of the Program Coordinator:

- Work with targeted adults and families to improve their diets and resource management utilizing teaching techniques learned through training.
- Recruit and maintain clients in Eat Smart & Live Well that meet minimum outlined program requirements.
- Advise homemakers individually and/or in small groups including the following subjects:
 - Nutrition and food selection
 - Planning and preparation of well balanced meals
 - Food shopping and storage
 - Sanitation as it applies to food preparation
 - Positive parent-child feeding relationships
 - Management of time and money as it relates to nutrition
 - Food Safety
- Use required nutrition program curricula to prepare, teach and evaluate lessons.
- Use simple charts and visual aids when appropriate to a lesson.
- Inform families of other Extension programs, community agencies and organizations.
- Maintain records and complete reports as required to evaluate progress.
- Meet with supervising agent/program coordinator routinely to discuss teaching plans.
- Be accompanied by program coordinator on home visits regularly.
- Attend scheduled in-service training and meetings.
- Mileage logs and time cards are submitted bi-weekly. Clientele records are prepared daily. Daily schedule is reported each week.
- Other records are completed and submitted on time as required by the program.

REPORTING RELATIONSHIPS

- General supervision by Nutrition Program Coordinator.
- Plan and arrange own work referring unusual circumstances to supervisor.

COMPETENCIES

- Ability to work independently, make independent decisions, delegate tasks and attend to details.
- Ability to organize work, handle administrative detail, and work under pressure.
- Ability to work with people, excellent human relations skills.
- Ability to maintain satisfactory working relationships with others, including the public.
- Ability to maintain a positive and professional attitude

- Ability to display commitment to and enthusiasm for the mission of CCE and the Nutrition Education Program.
- Ability to organize own workload and establish priorities according to Association requirements.
- Occasional flexible scheduling required by on-going operations.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- High school diploma required, Associates degree preferred
- Knowledge of basic cooking skills.
- Knowledge of the community.
- Ability to read and write English and to do basic arithmetic
- Must have basic wordprocessing skills and be able to use e-mail regularly.
- Courses in family and consumer sciences desirable but not required.
- Ability to speak and understand Spanish is not required, but is preferred
- Demonstrated ability to talk before a group.

SPECIAL REQUIREMENTS

- Ability to meet travel requirements. Will be reimbursed mileage for official business.
- Must complete UCHS certification.
- Must know and abide by association personnel policies.
- Must be willing to travel and work flexible schedule sometimes requiring evenings and/or weekends.
- Must be able to transport program supplies and equipment to multiple program sites and to demonstrate a variety of food preparation skills. Must be able to lift 40lbs.
- Ability to work with and guide others.
- An expressed interest in helping others.
- Ability to keep information confidential.
- Verbal ability to discuss and explain in uncomplicated terms.
- Ability to accept direction and supervision.
- Neat, clean appearance.
- Ability to accept the possibility of disagreeable conditions.

REVIEWED AND APPROVED

Executive Director _____ Date _____

Operations Committee _____ Date _____

Supervisor _____ Date _____

Cornell (if needed) _____ Date _____