

AgriLife Position Description

Last Updated: 03/16/2016

5097

NUTRITION EDUCATION ASSISTANT – ADULT/YOUTH

SUMMARY

General Description: Uses approved Expanded Food and Nutrition Education Program (EFNEP) curricula to teach adult and youth participants knowledge and behaviors related to nutrition, food safety, food resources management, and physical activity.

DUTIES

Typical:

Program Implementation - Uses approved Expanded Food and Nutrition Education Program (EFNEP) curricula to teach adult and youth participants knowledge and behaviors related to nutrition, food safety, food resource management, and physical activity. When possible, tailors programs to participant needs. Promotes leadership and personal development among program participants, both adult and youth. Recruits, trains, and engages volunteers to strengthen programming efforts. Encourages participant family members to participate in other AgriLife Extension programs. Conducts educational sessions according to program policies and procedures using approved materials and resources.

Program Planning - With guidance from supervisor, contacts individuals (if applicable) and community partners to schedule nutrition education classes for low-income youth and adults with children. Develops and follows weekly calendar to reach participants and report results as effectively as possible. Uses scheduled time to complete daily records of group classes, home visits, time sheets, mileage, and other required reports within the job responsibility. Plans graduation/recognition for participants and volunteers. Coordinates with both EFNEP adult and youth staff to maximize program outreach. Coordinates with other AgriLife Extension programs.

Program Reporting - Prepares and maintains required program reports including mileage. Maintains confidentiality of all participant reports and records and keeps them in a secure location as instructed by supervising agent. Maintains other weekly, monthly, and annual reports as required. Provides reports and information to supervising agent and/or Nutrition Education Associate in an accurate format and on time.

Program Evaluation - Collects required pre- and post-program surveys from adults and youth as required by the federal EFNEP County Reporting Software (CRS5) and as directed by the supervising agent.

Training - Participates in all training activities designed for the Expanded Food and Nutrition Education Program. Participates in performance evaluation conferences with supervising agent. Participates in scheduled and unscheduled observation visits by supervising agent and/or Nutrition Education Associate. Responds positively to suggestions for improvement.

Performs other related duties as assigned.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: None.

EDUCATION

Required: High school diploma or any equivalent combination of training and experience.

Preferred: None.

(continued)

EXPERIENCE

Required: Ability to work effectively as a team member and individually. Ability to respond positively to supervision. Ability to read, write, and speak the appropriate language of program participants and effectively facilitate educational sessions for both adults and youth. Ability to complete required program reports. Ability to relate to target audience in order to convey key educational messages. Ability to analyze the conditions and needs of participants and make recommendations.

Preferred: Successful employment in a related position. Experience conducting educational programs for low-income adults and youth. Knowledge or experience related to nutrition and/or family and consumer sciences (home economics). Experience working with computers/internet based programs. Ability to conduct educational sessions in Spanish (if applicable).

LICENSES, CERTIFICATES OR REGISTRATION

Required: None

Preferred: None

KNOWLEDGE, ABILITIES AND SKILLS

Required: Strong service ethic and desire to work with diverse audiences..

Preferred: None

Other requirements or factors: Reliable transportation to travel to assigned locations and nearby facilities is required. Must be willing to work necessary hours to fulfill job responsibilities (some evenings and weekends). Hours worked will not exceed 40 hours per week. Must be willing to travel to required trainings.