

# AgriLife Position Description

Last Updated: 03/16/2016

5098  
NUTRITION EDUCATION ASSOCIATE – ADULT

## *SUMMARY*

**General Description:** Uses approved Expanded Food and Nutrition Education Program (EFNEP) curricula to teach adult 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 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. Recruits and engages volunteers in meaningful ways 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. Serves in a leadership role within the unit and models appropriate teaching strategies, proper program reporting, and follow through on approved EFNEP procedures. Assists supervising agent in identifying and recruiting program assistants, participants, and volunteer leaders for EFNEP. Works with supervising agent to help assistants initiate and facilitate group classes and establish systems and procedures for required reporting. Assists supervising agent with continuation of EFNEP advisory committee

Program Planning - With guidance from supervisor, contacts individuals (if applicable) and community partners to schedule nutrition education classes for low-income families and individuals, targeting families 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. Plans with EFNEP-Youth staff to provide adult classes at youth education sites. Coordinates with other AgriLife Extension programs. Develops plans with supervising agent for the on-going program, including personnel assistance, record keeping, and reporting. Assists agent with development of monthly and weekly schedules for program assistants. Provides guidance to assistants on planning group sessions and home visits, if applicable. Works with the supervising agent to coordinate the purchase and distribution of supplies and materials needed for conducting sessions with EFNEP participants.

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 in an accurate format and on time. Reviews participant records of assistants supervised for completeness and accuracy and follows up on recommendations made by agent. Provides assistance as needed with record keeping. Reviews assistant's travel records. Assists agent in compiling special reports and records as requested. Assists agent in securing information from participant families for program interpretation efforts.

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

Conducts teaching observations of assistants. Evaluates performance of assistants and reports findings to supervising agent with recommendations for additional training.

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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. Responds positively to suggestions for improvement.

Assists agent with training for Nutrition Education Assistants as appropriate.

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.

#### *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. 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. Previous experience as a Nutrition Education Assistant within the Expanded Food and Nutrition Education Program (EFNEP).

**Preferred:** Successful employment in a related position. Experience conducting educational programs for low-income adults. 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.