

# AgriLife Position Description

Last Updated: 10/10/2011

5098  
NUTRITION EDUCATION ASSOCIATE – YOUTH

## *SUMMARY*

**General Description:** Uses approved Expanded Food and Nutrition Education Program (EFNEP) curricula to teach 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 youth participants knowledge and behaviors related to nutrition, food safety, food resource management, and physical activity. Promotes leadership and personal development among program participants. Encourages participant and family members to participate in other AgriLife Extension programs. Conducts educational sessions according to program policies and procedures using approved materials and resources. Recruits, trains, and engages volunteers to strengthen programming efforts. Provides proper training to volunteers on program subject matter, curriculum delivery, and program reporting needs. Assembles and distributes materials needed to conduct lessons to volunteers. Supports volunteer teaching efforts and identifies areas of strength and areas where additional training and resources are needed. Ensures volunteers are properly screened according to agency guidelines.

Program Planning - With guidance from supervisor, contacts appropriate individuals (if applicable) and community partners to schedule nutrition education classes for limited-resource youth. 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, time sheets, mileage, and other required reports within the job responsibility. Plans graduation/recognition events for participants and volunteers. Coordinates with EFNEP adult staff to provide youth classes at adult education sites. Coordinates with other AgriLife Extension programs, including 4-H. Assists volunteers with planning educational programs for youth.

Program Reporting - Prepares and maintains required program reports including mileage. Maintains confidentiality of all program 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 reports from volunteers to ensure accuracy. Assists supervising agent in securing information from volunteer leaders for program interpretation efforts.

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

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.

Performs other related duties as assigned.

## *SUPERVISION*

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** None.

(continued)

*EDUCATION*

**Required:** High school diploma.

**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 for youth and volunteers. 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 youth in a classroom or after school setting. 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:** Valid Texas driver's license.

**Preferred:** None

*KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Strong service ethic and desire to work with all audiences in assigned county, regardless of socioeconomic level, race, color, sex, religion, disability or national origin.

**Preferred:** None

**Other requirements or factors:** Must have access to personal vehicle and obtain/maintain valid driver's license and appropriate liability insurance. 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.