



### POSITION DESCRIPTION

TITLE: Adult Community - Instruction & Classroom Support Technician 2

Full time, 12 month, project position

LOCATION: Washington State University Pierce County Extension, 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418-5739

RESPONSIBLE TO: Food \$ense, Square Foot Nutrition Project Coordinator Supervisor and Pierce County Nutrition Faculty.

#### SUMMARY OF DUTIES:

Under general supervision, the incumbent will provide delivery of nutrition education throughout Pierce County, primarily to schools and community settings and provide specialized duties, such as whole school program, and/or adult community education. Duties include adult and/or youth education, on-site program management and program evaluation at each location.

#### Duties Include:

- Using approved curricula and materials, present nutrition education programming for adults at community sites, in Whole School Projects and other assigned Pierce County SNAP-Ed qualified sites, on-site program management and program evaluation at assigned locations, including the purchase of groceries and preparation of demonstration food for lessons.
- Select and adapt recipes and approved curricula for adult nutrition education. Under supervision, contribute to publications for target audience.
- Create a positive learning environment that uses culturally appropriate methods and technologies.
- Work with Program Coordinator and other Administrative Professional staff to recruit participation in nutrition education activities at qualified sites. Schedule and deliver adult nutrition education to SNAP eligible adults.
- Maintain records; administer evaluations and complete reports that document the enrollment and progress of program participants. Provide necessary evaluation and financial reports to meet organizational requirements.
- Procure materials and supplies for effective program delivery in consultation with Program Coordinator, purchases will be made using a defined program budget and in strict accordance with established University procedures.

This material was funded by USDA's Supplemental Nutrition Assistance Program. The Supplemental Nutrition Assistance Program provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, 1-877-501-2233. <http://foodhelp.wa.gov/> In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250- 9410 or call (800)795-3272 (voice) or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

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## PIERCE COUNTY EXTENSION

- Participate in local trainings, workshops and other staff development opportunities as required for effective program delivery, including annual Food Sense Conference and other relevant professional development training.
- Maintain knowledge of current WSU approved research-based nutrition information in order to present accurate concepts to program participants.

### QUALIFICATIONS

#### Required:

- Bachelor's degree in education, nutrition, agriculture or related field OR equivalent education and experience.
- Willingness and ability to work a flexible schedule.
- While using a private or WSU-owned vehicle for official business, must have current automobile liability insurance (meeting the requirements described in RCW 46.30.020 and RCW 46.29.090).
- Valid driver's license and ability to travel within targeted counties.
- Employment is contingent upon successful completion of the background check. The background check will be repeated every three years.
- Must have, or be able to obtain within 30 days of hire, a valid Washington State Food Handler's Permit.

#### Preferred:

- Demonstrated experience working successfully in a community based or public school setting.
- Demonstrated ability to successfully deliver educational programs.
- Demonstrated experience or training in nutrition or food service related field. Demonstrated experience creating and maintaining partnerships.
- Demonstrated ability to communication both orally and in writing.
- Organization skills to keep records and monitor program process and report results.
- Demonstrated ability to work independently and as a team.
- Experience or knowledge in using electronic communication methods and equipment for extension education and daily work activities.
- Experience or skills in cooking.
- Second language skills in Spanish or Russian preferred.

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WAGES AND APPLICATION PROCESS:

Monthly Salary: \$2,920.00

Apply on line only: [www.wsujobs.com](http://www.wsujobs.com) / <https://www.wsujobs.com/postings/13449>

Closing Date: August 24, 2014

WSU is an AA/EEO/ADA educator and employer.

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