



POSITION DESCRIPTION

TITLE: Youth and Family - 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 students in Whole School Project and other assigned Pierce County SNAP-Ed qualified schools, including the purchase of groceries and preparation of demonstration food for lessons.
- Create a positive learning environment that uses culturally appropriate methods and technologies.
- Coordinate whole-school nutrition education activities with school staff, faculty and parent volunteers at assigned whole school project.
- Under general supervision, prepare appropriate local educational, instructional and training materials, such as newsletters, borrow boxes, curriculum teaching materials, or recipes targeted to students and parents in Pierce County SNAP-Ed qualified schools.
- Schedule classroom teachers for whole-school nutrition education series and other schools as assigned.
- Serve on health and wellness committees at assigned Whole School.
- Maintain records; administer evaluations and complete reports that document the enrollment and progress of teacher and student program participants. Provide necessary evaluation and financial reports to meet organizational requirements. Document program success.

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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- 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.
- 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.
- Bilingual/Bi-cultural for work with Native American and Latino youth and adults.
- Conversant in Spanish, Vietnamese, Somali, or Russian.

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WAGES AND APPLICATION PROCESS:

Monthly Salary: \$2,920.00

Apply online only: www.wsujobs.com/ <https://www.wsujobs.com/postings/13448>

Closing date: August 24, 2014

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

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