

**JVC NORTHWEST POSITION DESCRIPTION 2020-21**

Position title: Nutrition Educator	Supervisor name: Emily Kanally <i>Please inform us immediately if the supervisor changes</i>
Partner agency name: Second Harvest	Supervisor email address: <a href="mailto:emily.kanally@2-harvest.org">emily.kanally@2-harvest.org</a>
Program name: The Kitchen at Second Harvest <i>If different from organization name</i>	Supervisor phone number: (509) 252-6249
JV name:	

**Brief position description:** Be part of Second Harvest’s efforts to build healthier communities through food. The teaching kitchen at Second Harvest and nutrition education in other settings increase health, wellness and self-sufficiency through hands-on scratch-cooking classes, cooking demonstrations, recipe sharing and healthy food sampling.

**Populations Served in this role:** Other

**Address(es) where service will be performed:** 1234 E. Front Ave., Spokane, WA 99202

**Daily Commute Description:** Placement site is accessible by public transportation (Agency covers cost for service related activities within the service day but not commute cost). Other (please describe): The JV house is within walking and biking distance of Second Harvest. Agency vehicle is available for service activities. Member is covered by agency's vehicle insurance policy.

**Please specify service days, and start & end times:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No Service-No Service	8:00:00 AM-5:00:00 PM	8:00:00 AM-5:00:00 PM	8:00:00 AM-5:00:00 PM	8:00:00 AM-5:00:00 PM	8:00:00 PM-5:00:00 PM	No Service-No Service

**Position Duties & Tasks**

**A Day in the Life of the JV/AmeriCorps Member:** The JV/AmeriCorps member starts the day by reviewing the upcoming cooking class and nutrition education schedule for The Kitchen and Mobile Market free food distributions, and then meets with supervisor Mindy Wallis, nutrition education director. Wallis uses at least weekly one-on-one sessions to mentor the nutrition educator. During this meeting, Wallis provides guidance on preparing lesson plans for classes and other presentations, using specific evidence-based curriculum to help reduce obesity and chronic diet-related diseases in the community. The JV/AmeriCorps member, who’s been trained as a food literacy educator, will use those skills and coaching from Wallis to facilitate classes and nutrition education interventions alongside the Mobile Market.

The nutrition educator proposes reaching out to coordinate a cooking class series targeting older youth using the kitchen facilities at local high-need middle schools and high schools. The goal is to provide hands-on cooking classes that teach the teenagers skills they can use to prepare food at home for themselves and their families. Wallis approves and encourages the nutrition educator to research simple, nutritious recipes based on MyPlate guidelines.

There’s also preparation to do for the weekly community cooking class for families that evening in The Kitchen. The JV/AmeriCorps member reviews instructions provided by the local chef, who was recruited by The Kitchen manager to lead the class. The member goes shopping for food needed for the class and collaborates with two volunteers to prepare a sample – roasted baby artichokes – with a recipe class participants will use. The member and volunteers set up the teaching kitchen for the evening and organize the education materials for class participants. Besides greeting and signing in the guest chef, class participants and volunteers, the JV/AmeriCorps member administers the pre- and post-test. The test results are used for program evaluation and continuous improvement.

**Performance Measure Category: Capacity Building**

The member will complete a capacity building project designed in collaboration with their site, based on a pre-organizational assessment completed at the start of the service year. Subsequently, the program will be required to also conduct a post organizational assessment at the closure of the service year. Capacity Building projects will enable the organization to assist more people in their target community, enhance the quality of the service, and/or provide the service in a new and sustainable way.

<p>% of Time: <i>No single % over 70.</i></p>	<p><b>Essential Tasks</b> – the tasks or duties that are fundamental and critical to the performance of this position.</p>
<p>50%</p>	<p>Deliver interactive nutrition education presentations prepared appropriately for the age and needs of participants in Second Harvest’s teaching kitchen and alongside Mobile Market free food distributions in the Inland Northwest. This may include shopping for food and demonstration supplies, preparing samples or foods to be used in the class, picking recipes, getting copies and other supplies as needed for lessons, and training volunteers. This position may interact with a variety of learners in a variety of settings. Students may be preschool or school-aged children, as well as adults and seniors. Reaching diverse and underserved residents of the communities served by the Second Harvest network is a priority.</p>
<p>20%</p>	<p>Develop nutrition education materials, displays and other collateral. Prepare written lesson plans to be delivered at education interventions.</p>
<p>10 %</p>	<p>Collaborate with Second Harvest partner agencies and community organizations to schedule on and off-site education opportunities. Assist with scheduling specialized volunteer instructor recruitment and training events.</p>
<p>10%</p>	<p>Prepare and conduct pre- and post-tests for ongoing program evaluation based on curriculum used. Collect data regarding participant and volunteer numbers.</p>
<p>5%</p>	<p>Give tours and facilitate field trips to The Kitchen at Second Harvest.</p>
<p><i>Other essential responsibilities: complete and submit in a timely manner all JVC Northwest/AmeriCorps required reports and time sheets; participate in JVC Northwest/AmeriCorps sponsored orientation, service days, and retreats; and otherwise comply with the JVC Northwest Covenant, Drug and Alcohol Policy, and Member Contract.</i></p>	
<p>% of Time: <i>Marginal tasks cap at 10%</i></p>	<p><b>Marginal Tasks</b> - <i>activities seldom or intermittently performed; The position doesn’t exist to perform these tasks &amp; their removal wouldn’t fundamentally alter the nature, purpose, or result of the essential tasks.</i></p>
<p>5%</p>	<p>Marketing: maintain class and presentation calendars, and update website and social media.</p>
<p>Total Percentage: 100%</p>	<p>Percentage of Essential and Marginal Tasks should add up accurately to 100%.</p>

**Position Requirements, Certifications & Trainings**

<p><b>Required Education:</b> High School Diploma</p>	<p><b>Driver’s License Required:</b> Yes</p>	<p><b>Certifications</b></p>
<p><b>Preferred Education:</b></p>	<p><b>State of Issue Requirement:</b></p>	<p><b>First Aid/AED/CPR:</b> Yes</p>
<p><b>Language Requirement:</b> N/A <b>Additional Languages:</b></p>	<p><b>Vehicle Requirement:</b> A vehicle owned by your organization or program</p>	<p><b>Mandatory Reporter:</b> Yes</p>

<b>Level Required:</b>	<b>Level Preferred:</b>	<b>Nature of Driving (frequency, distance, etc.):</b> A couple of times a week or more, the JV/AmeriCorps member will drive The Kitchen van to various sites – primarily in the Spokane area – to provide interactive nutrition education presentations at schools, community centers and other partner programs. For	<b>Other Certifications:</b> Yes. As part of the professional development needed for the position, the JV/AmeriCorps member will complete evidence-based food literacy educator training and will be required to earn a current Washington state food handler’s card.
------------------------	-------------------------	---	---

**REQUIRED experience, qualities, or specialized training:** Some college

**PREFERRED (not required) experience, qualities, or specialized training:** Teaching experience, background or coursework in dietetics, nutrition and/or community health

**Specific physical and mental performing elements:** Stand for long periods of time, organize and coordinate schedules, analyze and interpret data, solve problems using good judgment, communicate with the public

**Equipment use:** Frequent use of cooking tools and equipment, smoothie bike, telephone, computer, copier, and Second Harvest’s vans

**Special conditions of service and frequency (if any):** Must walk through busy charitable food distribution warehouse to get to teaching kitchen; will serve outside in seasonable weather conditions alongside Second Harvest’s Mobile Market truck and bus

**Office dress code/attire:** (Note: All JVs serving in AmeriCorps placements are expected to wear the AmeriCorps logo daily, on a pin, T-shirt, or jacket. JVs will be given these items at Orientation.): Business casual or neat, comfortable and casual clothing appropriate for direct service

\*If we do not have an applicant who has the level of the target language that the position currently *requires*, would you prefer to NOT host a JV during the coming program year, or would you prefer to re-work the position description to accommodate a JV with limited target language proficiency?: Re-work the position description

*Programs participating in the JVC Northwest AmeriCorps Program will not discriminate in the selection and participation of AmeriCorps members based on race, color, religion, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of programs participating in JVC Northwest AmeriCorps, or any bona fide occupational qualifications.*

