

NUTRITION AIDE

Part-Time position: up to 20 hours a week, most work in summer

Reports to: Nutrition Education Coordinator

Revision Date: February 28, 2019

POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Nutrition Aide works part-time to provide nutrition education to youth engaged in Wilkes-Barre Family YMCA programs including Afterschool, Power Scholars Academy summer school, and Food and Fun at the Park summer program, as well as engaging families as requested. The Nutrition Education Coordinator may also plan special events and Healthy Food Distributions (Free Pop-up Produce Stands, for example), as appropriate. Most work is seasonal, and will take place during summer months of June, July and August, with the possibility of additional work during other months as requested and available.

ESSENTIAL FUNCTIONS

1. Coordinating healthy food distribution in tandem with nutrition education
2. Implementing nutrition education personally, as well as engaging, training and supporting post-secondary school nutrition students to deliver nutrition education
3. Establishing, implementing, and maintaining community partnerships to facilitate programs and provide materials for nutrition education and healthy food distributions
4. Purchasing and documenting materials for nutrition education programs and other food programs within budgets provided
5. Adhering to all risk management and safety protocols
6. Assuming other duties and projects as needed and as assigned

YMCA COMPETENCIES

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits students and builds effective, supportive working relationships with them.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members and the community.

QUALIFICATIONS

1. College student in a nutrition or related healthcare program
2. Basic computer knowledge
3. Excellent interpersonal skills
4. Strong communication skills
5. Ability to connect with people of diverse backgrounds

WORK ENVIRONMENT & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

Occasional heavy lifting and carrying of food items-- must be able to carry up to 50lbs.

Must have a vehicle and PA driver's license to travel to multiple program sites.