II. JOB SUMMARY

Briefly describe the general purpose of the job in one or two sentences.

This position, headquartered in **Charleston, West Virginia**, provides basic nutrition, food safety, and physical activity lessons, guidance, and training to limited-resource, low-income children, families, and individuals as part of the state grant funded WV Family Nutrition Program (FNP) within the WVU Extension Service (WVUES). The primary responsibilities of this position are:

- to teach lessons using an assigned curriculum;
- to recruit low-income youth and/or adult participants;
- to collect and report data using a statewide evaluation and reporting system;
- to build local partnerships and collaborative relationships focusing on improving the nutrition and physical activity status of their communities; and
- to follow state accepted procedures related to budgeting, traveling, training, and any other activity required by WVUES or funding stakeholders.

FNP is intended to help low-income children, families, and individuals:

- adopt healthy eating and active lifestyles that are consistent with the Dietary Guidelines for Americans and the USDA Food Guidance System (Dietary Quality)
- enhance practices related to thrifty shopping and preparation of nutritious foods (Food Resource Management)
- have enough to eat without resorting to emergency food assistance (Food Security)
- safely handle, prepare, and store food. (Food Safety)

III. DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Describe what the duties and responsibilities are and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. ***The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned***. The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.

% of time	Duties and Responsibilities

60% PROGRAM DELIVERY

- Identify, recruit, enroll and graduate participants* from the Family Nutrition Program – a series of nutrition and physical activity lessons designed to increase the knowledge and improve the behaviors of low-income families and youth. [(* 'Participants' refers to a minimum number of youth &/or adults each year as specified in their annual Action Plan (in consultation with the FNP Administrative Team and the supervising Extension agent).]
- Plan effective strategies according to the participants' needs that are identified through assessment tools (food recalls and behavior checklists), discussion, supervisor input, and WVU/USDA diversity policies.
- Teach subject matter using approved (by FNP Administrative Team) curricula, resources, recipes and materials to groups and/or individuals through a variety of settings (I.e. community centers, schools, senior centers, Head Start, faith organizations, after-school programs, health clinics, and summer camps)
- Conduct pre and post evaluations to show changes in knowledge, behavior, and skill.
- Maintain an appropriate learning environment for participants based on current research and experience.
- Recruit program volunteers to assist with teaching, transportation, facilities, and other supportive efforts. Provide volunteers with training, monitoring, and recognition.
- Acquire needed donations and facilities for special programs within the county. Solicit resources such as food items, non-food supplies, funds and in-kind services to complement or support ongoing program efforts.
- Maintain personal accountability by modeling healthy behaviors.
- Communicate effectively with FNP staff and administrators by reading and responding to e-mail daily.
- Travel independently in both rural and urban settings daily.

20% RECORDS and REPORTING

- Prepare and submit records, reports, pre/post tests, forms, surveys, and other methods of collecting information as required by supervising agent, FNP Administrative Team, WVUES and other stakeholders.
- Maintain an organized and up-to-date file of enrollment information and other data collected, including NEERS-5, EARS, and 4-H Plus if needed.
- Maintain accurate records of USDA commodity foods.
- Prepare and submit accurate records for the USDA's Summer Food Service Program when appropriate.
- Prepare and submit time records, expense reports, and credit card receipts as required by FNP Administrative Team and WVUES.
- Use GroupWise to maintain a calendar of activities that is accessible by FNP Administrative staff.

15% PROGRAM PLANNING and DEVELOPMENT

- Submit the annual 'FNP Action Plan' to FNP Administrative Team.
- If assigned to work with youth, submit a summer program plan and final report.

- Manage monthly/annual budget for supplies and travel. This includes purchasing educational materials and food/non-food items with a WVU procurement card.
- Develop and maintain positive relationships with a variety of community and state organizations/agencies (I.e. Board of Education, DHHR, WIC, etc). These organizations/agencies will be in position to contact participants in greatest need of nutrition and food resource management skills and refer these participants to Extension programs. (External)
- Work collaboratively with a variety of WVU Extension Service programs such as 4-H, Energy Express, and others to provide nutrition education-related services. (Internal)
- Support other Extension programs, when appropriate and within the scope of the Family Nutrition Program.

5% PROFESSIONAL DEVELOPMENT

- Attend and participate in statewide, regional, and local meetings and trainings as required.
- Participate in Professional Development opportunities as determined appropriate by the FNP Administrative Team and supervising Agent.

TOTAL OF ALL PERCENTAGES MUST EQUAL 100%

IV. QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.

   - A high school degree or GED plus 18 months additional training, experience, or education or an equivalent combination of education and experience is acceptable.

2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensor requirement (supervisor's preference, state or federal law, etc.).

   - Valid driver's license (Must be able to travel independently on a daily basis throughout county of assignment and statewide. Program locations may not be ADA compliant.)

   The following must be obtained within 30 days of hire date:
   - State Department of Health - Food Handlers Card
   - If county requires, a Health certificate (TB test) (County Health Department regulations may vary.)
   - American Red Cross – Adult CPR and Basic First Aid certification.

3. What specific skills are **required** in order to carry out the duties of the position?

Knowledge:

- Knowledge of basic nutrition and food science
- Knowledge of food safety and physical activity
- Knowledge of food resource management
- Knowledge of youth and adult development
- Knowledge of volunteer management
- Knowledge of diverse culture and backgrounds
- Knowledge of local resources and agencies
- Knowledge of basic mathematical functions such as percentages and ratios for budgetary purposes
- Knowledge of basic grammar, spelling, and punctuation
- Knowledge of basic computer skills including e-mail, word processing, internet, and spreadsheets.

Skills:

- Skills to manage time and keep records
- Skills to organize groups
- Skills to develop positive participant relationships - congeniality, listening, and empathy
- Skills to plan and organize tasks and set priorities
- Skills to provide leadership and organization
- Skills to communicate (written and oral) with a diverse population
- Skills to adapt to unusual teaching environments and situations
- Skills to prepare food items which are used for teaching purposes
- Skills to make appropriate purchases with the procurement card
- Skills to problem solve and make sound judgments
- Skills to market FNP and recruit potential participants while involving other agencies

Abilities:

- Demonstrated ability to network with county-based community and outreach organizations.
- Ability to rapidly learn nutrition, food safety, and food resource management concepts and skills

- Ability to maintain proper attendance and punctuality standards
- Ability to travel throughout the assigned county, region, and state for program delivery. (Program locations may not be ADA compliant, i.e. home visits.)
- Ability to attend and participate in mandatory in-service trainings throughout the state and region
- Ability to adapt teaching to reflect diversity and understanding of heritage and cultural backgrounds
- Ability to be flexible and accept unfamiliar situations
- Ability to make sound judgments
- Ability to maintain accurate records and reports
- Ability to collect data
- Ability to present information clearly and concisely
- Ability to recruit program participants and to recruit program resources
- Ability to read, write, and speak in English with emphasis on use of correct grammar and spelling
- Ability to maintain confidentiality with program records and family information
- Ability to perform basic mathematical calculations including percentages and ratios
- Ability to communicate well with diverse audiences (participants, agency professionals, etc…)
- Ability to work collaboratively with other nutrition programs and staff
- Ability to submit reports in a timely manner
- Ability to learn and use personal computer programs
- Ability to function as a team member
- Ability to rapidly learn policies and procedures of the USDA, WVU and the WVU Extension Service

Experience

1. In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed	Amount of Experienced Needed (Months/Years)
▪ Working with low-income and diverse audiences.	▪ 2-3 Years
▪ Household management experience (i.e. cooking, money management)	▪ 2-3 Years
▪ Working with volunteers	▪ 2-3 Years
▪ Maintaining accurate records and reports	▪ 2-3 Years
▪ Making credit card purchases	▪ 2-3 Years
▪ Networking with county-based community and outreach organizations	▪ 2-3 Years

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable.

Application Process:

- Applicants must follow West Virginia University application guidelines when applying for classified positions.
- It is the responsibility of each applicant to provide the Department of Human Resources with written documentation supporting qualifications for the position.
- An incomplete application may disqualify you from further consideration.
- All information on the form MUST be current.
- This will ensure your application for employment receives a complete and thorough review.
- Application packets must be received by 5:00 p.m. of the closing date.
- Applicants cannot fax any of their application materials.

***REVISED CLOSING DATE FOR APPLICATIONS*: 03/02/2012**

Send completed applications to:

West Virginia University
Department of Human Resources/Employment Unit
PO Box 6640
Morgantown WV 26506-6640