

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: CENT\$IBLE NUTRITION PROGRAM EDUCATOR 4**

**Reports To:** Designated Supervisor

**UW Job Code:** 3723

**UW Job Family:** 3C – Instructional/Educational Service

**SOC Code:** 25-9021

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 5-1-07 (revised 7-15-11; 9-13-19; 9-1-21)

### **JOB PURPOSE:**

Provide direct nutrition and physical activity education to low-income families, adults, and youth in accordance with federal guidelines resulting in adoption of healthy behaviors. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety and food preparation skills to low-income families, youth and individuals. Engage in multi-level community-based approaches to prevent obesity and chronic diseases. Develop and adapt training to meet the needs of various program participants. Coordinate CNP personnel and activities in assigned county. Assist state personnel in developing policy, system, and environmental (PSE) strategies to be implemented statewide.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare and teach food and nutrition education programs to eligible low-income families, adults, and youth.
- Recruit program participants through agency contacts and marketing of CNP. Plan, develop and participate in public relations activities that promote UW, Extension, and CNP.
- Document program expenditures and program impacts, monthly, quarterly, and yearly as required by Extension and the CNP following appropriate guidelines and confidentiality. Coordinate, compile and submit reporting for county office.
- Initiate and support PSE changes in the community that impact people with limited resources. Develop partnerships with community agencies, schools, coalitions, and organizations to adopt community nutrition and physical activity interventions. Participate in a community coalition of agencies working with low-income.
- Coordinate and mentor county CNP personnel. Coordinate recruiting, marketing, and educational opportunities for PSE interventions and CNP classes for county personnel. Coordinate inventory and equipment requests for county office. Serve as a mentor and resource for CNP Educators 1-3 in county office.

- Attend training and stay updated on food and nutrition; new teaching techniques; program guidelines, policies and procedures; and policy, system, and environmental (PSE) approaches
- Participate in state task force committees for developing new and updated educational materials and assist with program and curricula development, evaluation, impact studies, and needs assessment at the state level.

### **SUPPLEMENTAL FUNCTIONS:**

- Establish and maintain communication and coordination with county Extension and state CNP office. Adhere to UW and CNP policies and procedures as outlined in the employee handbooks. Accountable for these and other duties as assigned. Understand civil rights guidelines and ensure compliance within the program. Provide and maintain own vehicle and liability insurance for daily UW travel.
- Provide leadership under state guidance for implementation of program needs (supplies, equipment, and lesson changes).

### **COMPETENCIES:**

- Formal Presentation Skills
- Technical/Professional Knowledge
- Adaptability
- Consistency
- Individual Leadership
- Influence
- Service Orientation
- Teamwork
- Work Prioritization & Management

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree or equivalent experience**

Experience: **4 years of work-related experience.**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University policies and procedures
- Organize, prioritize, and plan daily operations
- Computer programs and software in use in the department or area
- Applicable federal, state, and local rules and regulations
- General understanding of nutrition
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups
- Food preparation and presentation methods

- Lesson and demonstration planning based on needs of program participants
- Standards of sanitization and cleanliness employed in handling food
- Community resources and agencies
- Record keeping and reporting requirements associated with area of specialty

Skills and Abilities to:

- Organizational and planning skills
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Communicate effectively, both orally and in writing
- Work as a team member and foster a cooperative work environment
- Basic operation of computer programs and software in the department or area
- Develop and/or present educational or training materials for small and large groups
- Maintain confidentiality
- Work under limited supervision
- Procure supplies/travel using P-card
- Recruit participants

### **WORKING CONDITIONS:**

Work in office/community center/school environments. Regularly travel throughout designated county or counties; exposed to adverse weather conditions; subject to communicable diseases or health conditions; subject to hazards associated with food preparation and storage.

### **DISTINGUISHING FEATURES:**

**Cent\$ible Nutrition Program Educator 1:** Provides, under general supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 2:** Provides, under limited supervision, nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 3:** Under very limited supervision, provide nutrition education to low-income families, adults and youth in accordance with federal guidelines. Recruit and provide education

in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Develop and adapt training to meet the needs of various program participants. Outreach to community agencies, schools, coalitions, and organizations to coordinate, develop, maintain, and expand policy, system, and environmental (PSE) changes that help the low-income community adopt healthier nutrition and physical activity behaviors.

**Cent\$ible Nutrition Program Educator 4:** Provide direct nutrition and physical activity education to low-income families, adults, and youth in accordance with federal guidelines resulting in adoption of healthy behaviors. Recruit and provide education in nutrition, physical activity, meal planning, food resource management, food safety, and food preparation skills to low-income families, youth and individuals. Engage in multi-level community-based approaches to prevent obesity and chronic diseases. Develop and adapt training to meet the needs of various program participants. Coordinate CNP personnel and activities in assigned county. Assist state personnel in developing policy, system, and environmental (PSE) strategies to be implemented statewide.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.