



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

Job Title: Coordinator of Nutrition Education

FLSA Status: Full-Time Hourly

Reports to: Director of Nutrition Services

Location: Framingham and Hopkinton, MA

Salary: \$20.00 to \$24.00 per hour based on experience and qualifications

POSITION SUMMARY:

The Director of Nutrition Education oversees the development and operations of nutrition education programs including but not limited to Y's Early Learning Center, Out of School Time (OST), Community Learning Center programs, Public School programs and Cooking Camps. This position will oversee cooking classes, birthday parties and overall nutrition education for the association. This position supports the Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

WHAT YOU'LL HELP SHAPE (ESSENTIAL FUNCTIONS):

- Develop and implement evidence-based, hands-on nutrition curriculum for children and families of all ages.
- Collaborate with Framingham and Hopkinton staff on cooking classes for members
- Collaborate with ELC and OST on cooking education
- Collaborate with the Framingham Public Schools, Framingham State University, and other community partners to assess, develop, implement, and evaluate age appropriate and culturally diverse resources that address children's nutritional needs in a positive professional way. Initiatives may include farms, gardening, taste tests, cooking classes, recipe development, family night nutrition activities, and other methods.
- Engage caregivers in focus groups to explore pre-existing perceptions of healthy eating, barriers for families around healthy eating, and desired support for caregivers to strengthen their healthy eating habits at home.
- Maintains accurate and up to date records, files and reporting requirements for CACFP and SFSP billing and reimbursements as well as applications and auditing requirements.
- Hires, trains, and supervises cooking instructors. Models relationship-building skills (including Listen First) in all interactions.
- Facilitate cooking classes and camps that encourage development of skills, promote

- healthy eating habits and exposure to new foods.
- Follow and enforce all Food Handlers Regulations and requirements
- Responsible to support and lead the Healthy Eating and Physical Activity (HEPA) work of the Association forward through continued education and monitoring of food policy and assessing standards compliance.
- Other duties as assigned.

LEADERSHIP COMPETENCIES:

- Mission Advancement
- Collaboration
- Operational Effectiveness
- Personal Growth

WHO YOU ARE (QUALIFICATIONS):

- Completion or in process of attaining ServSafe and Allergen Awareness certifications.
- Bachelor's degree and/or Master's Degree in Nutrition Education.
- Knowledge and experience with the Department of Early Education and Care (EEC) nutrition regulations and the Department of Elementary and Secondary Education CACFP and SFSP standards.
- The ability to develop positive, effective working relationships with staff, children and families, volunteers, school administrators, members, community leaders and other agencies.
- Must possess a valid driver's license and have access to personal vehicle for transporting food to sites.
- Previous experience with diverse populations preferred.
- Bilingual in Spanish or Portuguese preferred.
- Able to work evenings and weekends.
- A creative and strategic thinker who sees possibilities, not just programs
- Possess strong organizational and leadership skills.
- Passionate for the YMCA mission and community impact.

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

Supervisors will:

- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with on-going supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with youth.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.

- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their youth from abuse.
- Report essential abuse risk management information to the board of directors.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- Employee must be able to spend extended periods of time outside in favorable and unfavorable weather conditions.
- Employee must be able to bend, stoop, and lift up to 50#. Employee may need to stand for long periods of time.

SIGNATURE:

I have reviewed this job description and understand the expectations.

Employee's name

Employee's signature

Today's date: _____