

CLASSIFICATION: EXTENSION COMMUNITY NUTRITION INSTRUCTOR

Non-Union

FLSA: Exempt

BASIC FUNCTION

As part of the MSU Extension Health and Nutrition Institute, with support from the HNI Supervising & Staff Development Educator, District Director and Institute Director, is responsible for the oversight, growth and delivery of health and nutrition education programs; conducts direct programming with youth and adult audiences; gathers, reviews and enters data for impact and evaluation efforts; and works in conjunction with other staff, program participants and community partners to attain both short-term and long-term goals and objectives. Works in concert with the MSU Extension Health and Nutrition Institute and work teams to ensure alignment of programs with overall goals of work team, Institute and organization.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Using specific, approved curriculum, will plan, organize, and deliver nutritional education programs in the assigned community(ies) based on needs, interests, demographics and abilities of participants.
- Collaborates with the appropriate MSU Extension Institute work team(s).
- Operates independently, ensuring program delivery follows established guidelines and prescribed curriculum, and meets the participant/caseload goals established by direct supervisor through annual expectations letter.
- Ensures program promotion, recruitment, delivery and expansion through the development and maintenance of partnerships.
- Actively participates at community/council meetings and/or, as pre-approved, membership on community/council boards.
- Engages in active and positive discussion and demonstration of the programming available to current and prospective clients and partners.
- Responsible for properly collecting and maintaining data files related to programming efforts and results, including accurately entering data directly into appropriate data management system(s) in a timely manner.
- Uses state and work team approved evaluation forms and methods for collecting participant and program outcome information.
- Prepares and submits necessary information and documentation to ensure adherence to MSU Extension administrative policies, procedures and deadlines.
- Under direct supervision, may assist, as requested, with updating program standards and guidelines.
- As directed, pilots new curricula and/or participate in other program roll-out/testing activities.
- Actively seeks and participates in professional development opportunities to attain and retain appropriate knowledge and skill level in order to maintain and expand proficiency in health/nutrition and delivery skills.
- Promotes and represents MSU Extension in activities, meetings, etc. in a manner that reflects collegial connection with the community, the grantors, the research and knowledge of the University, and the goodwill of MSU Extension.
- Provides information and opportunities for learning using technology, mass media, group meetings, workshops and individual contacts, as approved through grant requirements and/or plan of work process.
- Understands the commitment to equal access and opportunity and to diversity and inclusivity.
- Understands and implements Civil Rights policies and compliance standards.
- Initiates efforts to expand Extension programs to include the engagement of Michigan's diverse residents across race, gender, socioeconomic class, disabilities and other differences.
- Other duties as may be assigned by the appropriate supervisor.

SUPERVISION RECEIVED FROM

Supervising and Staff Development Educator

WORK ENVIRONMENT

This position requires driving as a regular part of the position; carrying educational materials, equipment, etc. up to 25 lbs.

MINIMUM REQUIREMENTS

- Associates degree, or a combination of education and specific, relevant experience maybe considered in lieu of degree.
- Knowledge and at least two years of experience in effective program delivery and health-or nutrition-related subject matter.
- Demonstration of community involvement and/or experiencebuilding partnerships.
- Self-motivated with demonstrated ability to work productively on a team and independently.
- Proficient computer operation skills (e.g. Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint).
- Effective oral and written communication skills.
- Ability to lift and carry educational materials, equipment, etc. up to 25 lbs.
- Ability to travel in local and surrounding communities and occasional long-distance travel are required as a regular part of this position.
- Transportation is the responsibility of the employee.
- Demonstrated success in program development and delivery to diverse audiences/communities, including, but not limited to, race, gender, socioeconomic class, disabilities and other differences.
- Proven ability in establishing and working with a diverse network of constituents and community members across race, gender, socioeconomic class, disabilities and other differences to assist with program development and outreach.
- Understanding of, and ability to implement, Civil Rights principles and compliance standards.
- Other skills and/or physical abilities required to perform duties of the position.

DESIRED QUALIFICATIONS

- Experience in managing participants, volunteers, classroom management techniques, or working in a leadership and/or management role.
- Ability to accept, prioritize, and, if appropriate, delegate responsibility.
- Demonstrated drive and initiative.

FAIR LABOR STANDARDS ACT DESIGNATION

This position is exempt as defined under the FLSA.

DATE: 09/01/2018

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