

## **Seed-to-Plate Nutrition Education Program™ Coordinator**

### **Overview of Responsibilities**

To lead maintain, support, and expand the Recipe for Success Seed-to-Plate Nutrition Education™ Program for the benefit of all participating RFS schools, Affiliate Partners and Community Partners, their students and constituencies. Ensure that the garden and culinary instruction components of the RFS Seed-to-Plate Nutrition Education™ curriculum are complementary and mutually supportive. Through hands-on experiences of raising and preparing food, students will be empowered to make healthier lifestyle choices for themselves, their communities, and the environment. Our classrooms provide an inspiring place for students to learn about the genesis of whole food and its preparations, interact with positive role models, be exposed to new foods and flavors, develop their palate, and have fun.

The S2PNE Program Coordinator role supplies teachers with quality, aligned culinary, garden and nutrition curricula woven into complementary core learning objectives designed to integrate into a variety of disciplines within the culinary classroom, the garden and throughout the school, while it fosters food and nutrition knowledge and lifeskills through hands-on education. The Culinary and Garden Classrooms provide a platform from which to establish a school wellness initiative along with outreach to parents, faculty, volunteers, and community members who are encouraged to play active roles in using the Recipe for Success activities, classes and collateral to establish a campus wide culture of health.

### **Job Description**

#### **General**

- Maintain regular office hours and perform duties as required regardless of time of day or day of week.
- Continuously communicate the vision of the Founders within a culture of collaboration.
- Build and maintain relationships with RFS donors, sponsors, affiliates and partners to maximize goodwill.
- Represent the Foundation in a professional and compelling manner in keeping with the vision of the Founders at all times.
- Maintain a proactive outreach to parents, community members and local organizations.
- Outreach, relationship building, and communication with and productive management of RFS Teachers Advisory Board.

## Seed-to-Plate Nutrition Education™ Coordinator Job Description, continued.

- Develop internship projects and manage S2PNE program interns.
- Submit weekly activity reports to COO/CEO
- Special & community event participation and support.

### **S2P Instructor**

- Teach Showcase classes as designated for the benefit of expanding, testing and supporting curriculum development.
- Organize school based events including but not limited to: garden and culinary events, classroom demonstrations, workdays, school, and community events that will provide opportunities for parent and broader community involvement, including but not limited to Farmer's Markets, Garden Demonstrations, Family Workdays & Picnics, Iron Chef Competitions, Program Showcase events, etc.

### **Seed-to-Plate Nutrition Education™ Program Leadership & Support**

- Meet or exceed RFS Affiliate expansion goals, both locally and nationally
- Oversee all classes integrated into S2PNE curriculum (culinary, garden, complementary core worksheets, wellness, parental, etc), operations, data collection, and policies required to meet program goals and objectives.
- Work with Garden Coordinator and Culinary Coordinator to create, test and deploy new integrated S2P lesson plans aligned with TEKS and Common Core
- Design annual lesson plans, print, store and distribute S2PNE Curriculum.
- Work with RFS Team of S2P Instructors to maintain engaging and vibrant S2P Classrooms by providing materials and creative inspiration for bulletin boards, displays, visuals, etc.
- Liaise with COO for budget preparation and implementation.
- Oversight of school contract and Affiliate operations including but not limited to contracts, billing, online training, new school implementation logistics, etc.
- Identification and implementation of resources to instigate inspire and support school wellness programs.
- Provide in-person and online training, and nutrition education advice and curriculum support for RFS Staff and Affiliate S2P Instructors.
- Plan and deliver content for RFS team meetings in partnership with the Recipe Garden Coordinator, Culinary Education Coordinator, and COO.
- Outreach, relationship building, and communication with education based organizations and centers for the promotion and expansion of programs (school districts, community centers, etc)
- Prepare regular progress reports for President and Board of Directors.

### **Affiliate and Communication Support**

- Submit weekly news and photos from our classrooms for inclusion in the RFS Website, blogs, news and reports
- Work with RFS Communications Team to keep published information on the RFS Classrooms, seasonal cooking/gardening advice, class activity and participants up to date.
- Regularly add web based research and best practices information to the indexed resources on RFS website (del.ic.ious account)
- Make public presentations about the work of RFS as requested and approved
- Lead the operations and promotion of the RFS Affiliate Partnership and S2P Instructor Training Program.
- Provide Expert Advice to our online community of S2P Instructors
- Participate in the planning and production of filmed content for our website
- Plan and deliver continued education webinars for S2P Instructors.

### **S2PNE Program Measurement & Efficacy, Quality Control**

- Liaise with Director of Strategic Partners to design and deliver yearly participant pre and post assessment components.
- Train S2P Instructors on assessment protocol and oversee data entry process.
- Implement effective measurements to ensure continued improvements in student results.
- Implement effective measurements to ensure RFS S2P Instructor competency.
- Proactively address and resolve issues surrounding implementations that are not meeting goals.
- Implement program adjustments and measurements to ensure that RFS Affiliate programs meet or exceed effectiveness levels of RFS programs delivered through home office.

### **Curriculum Development**

- Work with RFS S2P Instructors to design new Seed-to-Plate Nutrition Education™ lesson plans and core worksheets and further develop existing curriculum that connects the garden and kitchen and reaches into homerooms and aligns with grade level learning objectives
- Ensure and document grade level alignment for all S2P lessons and worksheets using both TEKS and national Common Core Standards, with a priority to identify core curriculum support in math, science and language arts as well as social studies and health.
- Annually create a minimum of ten new sets of integrated garden and culinary lessons, worksheets, and activities to reflect each grade Pre-K through 5<sup>th</sup> with adaptations for after school implementation

## Seed-to-Plate Nutrition Education™ Coordinator Job Description, continued.

- Mentor RFS S2P Instructors to ensure that their lessons in RFS classrooms are linked to the homeroom classroom using follow-on worksheets and other methods.
- Work with RFS S2P Instructors and school-based teachers to identify new ways to integrate lessons and activities between the culinary classrooms and home room classrooms throughout the school year.
- Work with RFS S2P Instructors to inspire and mentor wellness committees and inspire a campus wide culture of health.
- Collaborate with Culinary Education and Recipe Gardens Coordinators to plan, prepare, and roll out annual “My Favorite Holiday Food Story Writing Contest,” farmers markKIDS DAYS, National Nutrition Month “VegOut! Challenge,” and the annual “Earth Day Haiku Contest.”
- Work with S2P Instructors, COO & CEO to develop new curricula for use with middle and high school students, parents and community outreach

### **Education:**

Four-year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

### **Experience**

3+ years education/teaching experience; work experience in culinary instruction is a plus

Managing and working with students in a school environment

Working with/in public and charter school systems

Experience, training or knowledge of curriculum design

Working with low-income children and/or families preferred

Managing staff and multiple projects simultaneously

Preparing/Creating lesson plans and curriculum

Budget Planning and Management

Public speaking and presentations

Interest or background in organic gardening and cooking a plus

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies: Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities. Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Quality Management -

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness. Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of current obesity research and other solution tactics; Aligns work with strategic goals. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to fundraising and revenue generation; Conserves organizational resources. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

**Math Ability:**

Ability to apply mathematical operations to such tasks as budgeting, frequency, distribution, determination of test reliability and validity, analysis.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of and reasonable skills in Microsoft Word, Excel, Access, Outlook, Web-based communication including instant messaging, email, and project management such as Sharepoint and Google Groups.

**Certificates and Licenses:**

A valid Texas driver's license and current automobile insurance.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but can be boisterous. The employee must regularly work with young children, parents and teachers in off-site locations including gardens, schools, on school buses, grocery stores and on farms. The employee must occasionally be exposed to farm animals, natural fertilizers, pesticides and farm equipment and must regularly work on or near farm and garden equipment.

**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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Peripheral vision and Depth perception. While

performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; sit; reach with hands and arms and talk or hear. The employee is also frequently required to lift, carry, stoop, kneel, crouch, or crawl, use kitchen tools and handle food.

**Other Responsibilities:**

The employee must provide adequate transportation and will be reimbursed for mileage used on behalf of employer (not to include distance to and from work) at the IRS rate.

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ACKNOWLEDGED – Employee

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Date

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Printed Name