

CRIM FITNESS FOUNDATION, INC.
JOB DESCRIPTION

POSITION TITLE: Youth Nutrition Manager

RESPONSIBLE TO: Youth Program Director

COMPENSATION: \$32,000-\$40,000 annually

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JOB SUMMARY

Manage all nutrition programming in schools and community-based centers in the City of Flint and Genesee County.

LINE RELATIONSHIPS

Reports to: Youth Program Director

JOB FUNCTIONS

- Oversee and manage Nutrition Educators who coordinate and teach programs in Flint Community Schools.
- Oversee and manage FoodCorps members who work in Flint Community Schools to create and maintain school gardens and work with food service staff.
- Expand nutrition programming into all of Genesee County.
- Manage and facilitate parent nutrition education programs in conjunction with Flint Community Schools.
- Seek funding to maintain and expand nutrition programming. This includes assisting in the search for grant funding and the preparation and submission of grant applications within the timelines and terms of each grant.
- Produce grant and program reports within set timelines to include accurate and required information.
- Assist in evaluation efforts with area schools.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in dietetics, nutrition science, or health. Registered Dietitian preferred. Master's degree preferred.

EXPERIENCE:

Experience with management and experience with program development preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program
- Ability to establish and maintain effective working relationships with students, peers, parents and community
- Ability to speak clear and concisely in written or oral communication.

LANGUAGE SKILLS:

Must possess the ability to read and interpret English language instructions. Must be able to present information on a one-to-one basis or group setting.

SPECIAL REQUIREMENTS:

- Resume and References
- Valid Michigan Driver's License
- Proof of current automobile Insurance
- DMV Printout (no outstanding violations)
- Fingerprint check required; must pass background check (federal, state, including DHS Central Registry)
- Regularly required to site, stand, and walk for long periods of time
- Must be able to lift 25 lbs.
- Regularly required to work indoor and/or outdoors for extended periods of time
- Routinely works in an office environment; normal levels of sound in the work place; with natural and artificial lighting

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at its sole discretion.

The Crim Fitness Foundation Is An Equal Opportunity Employer.

Chief Executive Officer

Date Implemented: 01.25.2012

Date Revised: