CITY OF TEMPE EMPLOYMENT OPPORTUNITY
Community Services Department - 3500 S. Rural Road- Tempe, Arizona 85282 (480) 350-5400

Kid Zone Nutrition Program Specialist

Opening Date: November 2012

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Hours: Fall/Spring: Weekdays: 9:00 a.m. – 6:00 p.m. though hours may vary. May be asked to work mornings 7:00 a.m. – 9:00 a.m. a few times each semester. Some paid trainings are required. **35-40 hours per week total. Summer:** Hours vary with activities.

Hourly Wage: Starting wage is $17.00 per hour. Nutrition Program Specialist works 35-40 hours/week. This position is grant funded. Continued employment is not guaranteed if grant funding is eliminated at some future date.

Experience: Requires some experience in working with school-aged children. Must have positive and outgoing personality. Good speaking and communication skills are a must. Must be able to present to large and small groups. Must possess the ability to travel to schools, meet and work effectively with principals, teachers and other school staff members. Must be able to effectively teach nutrition concepts to children in a classroom setting. Must be able to organize and manage paperwork including contact tallies, evaluations, registration forms and other pertinent materials. Basic cooking skills desired. Skills with computer applications from Microsoft Office are preferred. B.S. in Nutrition, dietetics, physical fitness or related field is highly preferred.

Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Job Functions: Under the supervision of the Kid Zone Community Education Coordinator this position will implement Nutrition Network Grant objectives by:

- Creating and maintaining partnerships with public school staff and helping them to implement successful nutrition education programs. Create and maintain an incentive program for teachers to gain resources for nutrition education in their classrooms.
- Set up and present at principal/teacher meetings at the schools. Coordinate and teach nutrition and physical activity education in the classroom. Collect information back from school staff re: classes taught.
- Compile information for invoices and quarterly reports. Survey parent and students regarding nutrition education as a means to gain data for program impact and evaluation.
- Coordinate and oversee nutrition education efforts and activities during before, afterschool and summer programs. Assist in training and motivating site staff in implementing nutrition education. Collect data re: activities and lessons taught.
- Supervise and train Nutrition Educators who teach at Kid Zone sites.
- Establish and maintain effective relationships with the children, parents, school staff and other community members.
- Implement the DES Food Stamp Adopt an Office Program
- Organize Kid Zone Nutrition program participation at special community and/or school events including performing program Life-sized Mascot appearances.
- Maintain cleanliness of work environment assisting in set up and take down of all activities. Some lifting, carrying, and physical work is required.
- Attend Arizona Nutrition Network (AZNN) and other nutrition meetings/trainings.

Continued on reverse side.

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of **6** references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check.
- Must be at least 18 years of age.

Additional Requirements:

- Nutrition Program provides 2 staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain a Food Service Worker card upon hire (prior to working at sites).
- Must attend food safety training upon hire (prior to working at sites).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

Apply: City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor (Tempe Public Library), Tempe, AZ, 85282. 480-350-5423
Monday – Thursday 8 am – 6 pm, Friday 8 am – 5 pm.
Or apply online at www.tempe.gov/kidzone.

For further information contact Patty Russell at 480-350-5423.