DOWN EAST PARTNERSHIP FOR CHILDREN

**POSITION: Healthy Kids Specialist**

**REPORTS TO: Healthy Kids Coordinator**

**CLASSIFICATION: Non-Exempt**

**HOURS PER WEEK: 40 Hours**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director

**PRIMARY PURPOSE:**

Promote best practices to reduce childhood obesity for children, parents, child care centers, elementary schools, medical practices, faith-based organizations, and other community organizations. Advance the work of the Healthy Kids Collaborative (HKC) by working with community stakeholders to increase awareness around healthy food choices, places to play and outdoor learning environments.

**ABILITIES NEEDED:**

* Strong collaborator & facilitator
* Ability to work independently and as part of both an intra- and inter-organizational collaborative
* Strong written and verbal communication skills
* Excellent organizational skills
* Strong interpersonal skills
* Manage multiple tasks from multiple sources and set priorities
* Self-starter
* Strong process management skills

**WORK EXPERIENCE REQUIREMENTS:**

* Two (2) years’ experience in health education, health promotion, or other family or community-focused service delivery
* Three (3) to five (5) years’ experience in community assessment, engagement and/or development work, which include working with diverse community groups and populations
* Strong understanding of child health & nutrition issues
* Strong understanding of physical activity & outdoor learning environments
* Group facilitation experience
* Proficient in computer skills
* Early childhood and/or elementary education experience preferred

# **ESSENTIAL RESPONSIBILITIES:**

**Community Engagement**

* Plans, recruits, facilitates, and supports FIT (Families Involved Together) family/parent group meetings. FIT is a skill building parent group that works to break down barriers and helps parents advocate for healthy children. Additionally, FIT helps test proposed DEPC messaging to ensure it will resonate with SNAP-Ed eligible families
* Provides onsite technical assistance and coaching focused on nutrition, healthy snack tips and physical activity at Pre-K programs, afterschool programs, and/or summer feeding sites
* Provide nutrition and physical activity demonstrations and information, such as food tastings or physical activity demos, for parents and children through school systems, community events, and community partners.
* Provides outreach to parents in the community needing nutrition and physical activity information
* Facilitate SNAP-Ed cooking classes for FIT families

#### Outdoor Learning Environments

* Collaborate with identified elementary schools to teach staff skills and understanding required to best utilize outdoor play spaces as outdoor learning environments
* Identify school staff and teacher champions and provide and facilitate ~~support~~ continuing education in connecting outdoor learning to core subjects, physical activity, and social emotional learning the objective of supporting healthy, active lifestyles, and learning in nature for young children
* Grow healthy food with students, teachers, and community members in school and community gardens
* Serve as resource to Early Care FEED sites in the maintenance of gardens and garden programming
* Coordinate Culture of Health work and model healthy active lessons in outdoor learning environment and gardens

#### Healthy Kids Collaborative

Works with Healthy Kids Coordinator to:

* Assist Healthy Kids Coordinator in convening Healthy Kids Collaborative
* Maintain thorough knowledge of current public health policies, trends and related issues that are relevant to childhood obesity, and information of healthy food trends
* Work with Ready Schools to plan and implement strategies to improve outdoor learning and nutrition

## Other

* Attends program staff meetings, DEPC staff, Research & Evaluation Team meetings and retreats which may include an out of town retreat.
* Any other duties as assigned by the Healthy Kids Coordinator, Executive Director or Research & Development Director

**EDUCATION:**

* BA in early childhood education and/or public health, or related field with preferably a master’s degree in related fields such as public health, health education, health promotion, or nutrition; health-related background (e.g. health educator, nutritionist, CNS, etc.) or equivalent combination of education and experience

**PHYSICAL REQUIREMENTS:**

* + While performing this job the employee is:
    - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
    - Periodically required to stand; walk, stoop, kneel
    - Occasionally required to lift up to ~~25~~ 40 pounds
  + Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
  + The position also requires the ability to periodically work under time pressure