High School Nutrition Education Summer Program Coordinator:

Work with non-profit Growing Hope, based in Ypsilanti, MI to help develop and facilitate programming which trains high school youth as nutrition educators for younger youth through Growing Hope's summer garden-based nutrition education programming. Work closely with up to six high school nutrition educator interns, VISTA staff and youth program manager to develop a coordinated schedule, program planning, with robust evaluation that aligns with our summer youth programming for elementary and middle school youth. Create opportunities for high school youth to learn, plan, teach, and reflect on the implementation of garden-based, interactive and hands-on nutrition education lessons and develop leadership skills by facilitating strengths-based, youth-driven lesson creation and implementation.

Position Requirements include a minimum 1-3 years experience working with high school aged youth; facilitating, and/or developing educational programming for youth with proven ability to take initiative and both work independently and as a member of a dynamic, collaborative team. Excellent verbal and written communication skills and experience planning lessons and teaching youth in an outdoor or non-classroom based setting.

Compensation & Timeline: $13-15 per hour, depending on experience; 20 hours per week, on average; Duration: June - August

To Apply: Send resume and cover letter to apply@growinghope.net
OR
PO Box 980129, Ypsilanti, MI 48198
OR
call (734) 786-8401.

Position posted on 5/20/2011. Applications accepted on a rolling basis and position is open until filled.
Position Open Until Filled

I. Job Title: High School Nutrition Education Summer Program Coordinator

II. Position Overview: Help develop and facilitate programming which trains high school youth as nutrition educators for younger youth through Growing Hope's summer garden-based nutrition education programming.

III. Position Responsibilities:

- Directly supervise, schedule, and train up to six high school nutrition educator interns from June 13\textsuperscript{th} - Sept 2\textsuperscript{nd}
- Work with youth program manager to develop and formalize a training curriculum for high school nutrition educators to pilot and implement this summer, in conjunction with our regular summer youth programming for middle and elementary-aged youth
- Create opportunities for high school youth to plan, teach, and reflect on the implementation of garden-based, interactive and hands-on nutrition education lessons
- Develop and reinforce positive youth development and leadership skills by facilitating strengths-based, youth-driven lesson creation and implementation
- Help develop evaluation strategies for measuring impact on high school participants, elementary, and middle school youth via program participation
- Work closely with VISTA staff and youth program manager to develop a coordinated schedule and program planning for high school interns that aligns with our summer youth programming for elementary and middle school youth
- Work with Growing Hope staff to provide opportunities for high school interns to participate in regular training opportunities as it relates to facilitating nutrition education lessons for younger youth, involvement in urban farm and garden development, and other Growing Hope program areas
- Assist in hiring and interview process for high school nutrition educators
- Help make program decisions based on nutrition education grant deliverables and organizational objectives
- Consistently document and track lesson plan development, implementation and reflection, with successes and challenges and recommendations for the future, through regular written reports and photographs that are inclusive of youth and other Growing Hope staff feedback and input
- Participate in Growing Hope staff meetings and other supervision, program coordination and development meetings with staff and community partners as needed
- Ensure all high school intern hours are recorded daily and submitted to the office manager bi-weekly
- Give and receive regular feedback both with high school interns and Growing Hope staff and supervisor
- Help identify and communicate high school intern needs- create and implement training as able
- Set boundaries for youth participants and follow-through on logical consequences and disciplinary actions if needed
- Prioritize physical safety of youth and ensure proper food safety and handling requirements are adhered to throughout program duration by all staff and youth participants
- Self-manage own work schedule to accomplish work plan objectives within allotted hours for this position with regular written reports
- Monitor and track program expenses in alignment with program budget and Growing Hope's financial policies and procedures
- Ensure all program supplies are available or purchased, and safely stored and organized on-site as needed
- Research and gather example materials and best practices from other related programs and organizations in the state and country
IV. Compensation & Timeline:

- $13-15 per hour, depending on experience
- 20 hours per week, on average
- Duration: June 1 - Sept 2 (with some flexibility on start and end date)

Required Qualifications:

- Minimum 1-3 years experience working with high school aged youth; facilitating, and/or developing educational programming for youth
- Proven ability to take initiative and both work independently and as a member of a dynamic, collaborative team
- Excellent verbal and written communication skills
- Experience planning lessons and teaching youth in an outdoor or non-classroom based setting
- Professional commitment to positive youth development and empowerment with ability to facilitate a youth-led and highly participatory approach to lesson creation and implementation
- Strong organizational and management skills with excellent follow-through and attention to detail
- Creativity, flexibility, resourcefulness, and willingness to adapt to changing organizational conditions
- Willingness to drive organizational vehicle and/or personal vehicle to local program site locations
- Comfort with setting boundaries for youth and follow through on consequences or disciplinary actions if needed
- Background check and driving record check will be required

Desired Qualifications:

- Bachelors degree or higher in secondary education with teaching certificate or other comparable professional experience in education, public health, or nutrition education
- Experience working in a nonprofit environment
- Experience developing youth programming
- Organic gardening and healthy cooking experience - especially with youth of all ages
- Passion for Growing Hope mission and work
- Comfort working with computers, web-based research, email, and technology on a regular basis
- Willingness to regularly transport youth by car or van
- Familiarity with SNAP-Ed objectives and program evaluation

To Apply:

- Submit a cover letter and resume to apply@growinghope.net or P.O. Box 980129 / Ypsilanti, MI 48198
- Applications accepted on a rolling basis and position is open until filled
- Questions can be directed by phone to Elissa at the Growing Hope office: (734) 786-8401