

# **Nutritionist Coordinator for Cooking Fun for Families Programs Job Description**

## **1. Job Overview:**

The Nutrition Coordinator of the Cooking Fun for Families Program is responsible for the program development, liaison with school administrators and community programmers, grant and report writing, fund raising, development of quality nutrition and food safety standards, training and coordination of staff and program evaluation. The Coordinator will work closely with an advisory committee representing the various partners in this health promotion program.

## **2. Duties:**

- Research and evaluate appropriate nutrition education materials and resources
- Writing grant applications in consultation with community agency staff
- Plan, prepare, and facilitate staff meetings six times per year
- Visit all schools to support nutrition education component of program
- Assess nutrition education needs of families at all 12 sites
- Develop nutrition classes appropriate for kids and families
- Offer nutrition education to families at all 12 sites
- Offer upgraded resources for educational kits for the schools
- Offer support and liaise with program food workers/ school principals
- Coordinate with Community Kitchens Coordinator the availability of food safe training for program facilitators and interested parents
- Obtain best buy products/variety of foods/nutritious foods
- Grant writing to maintain the Cooking Fun with Families program
- Recruitment of new program facilitators when needed
- Assist with job description and advertisements for programs
- Regular networking with other food security projects to ensure appropriate linkages and referrals
- Working in partnership with the Community Kitchens Coordinator and other food action partners to offer educational classes
- Use the train the trainer model with program facilitators to enhance program staff members' skills

## **3. Qualifications:**

- Registered Dietitian/Nutritionist with 2-5 years pediatric and community health experience. Experience working in the area of food security preferred.
- Demonstrated ability in program development, implementation and evaluation
- Demonstrated ability to write and secure funding grants
- Demonstrated ability to work with a number of different agencies
- Demonstrated ability to train staff and offer appropriate nutrition education classes
- Demonstrated ability in program administration
- Demonstrated ability to work in a multicultural setting
- Demonstrated ability to work independently and as a member of a team
- Commitment to ongoing professional development

### **Benefits of this Coordinator**

- Sustainability of the program
- Continued funding and support to school-based administrators and program staff
- Gives parents/families a chance to express their nutrition concerns
- Gives parents/families the opportunity to learn more about nutrition
- Gives the Cooking Fun for Families program a dedicated coordinator - this will help make the program run more smoothly, more support to families and food workers, help with future program development and maintenance of program
- Ensure safe handling of food and ensure nutritious, economical foods are used in cooking program

*The major program goals of the Community Kitchen are to strengthen family and community capacities and to improve the nutritional well-being of the participants.*

## **JOB POSTING**

Community Kitchen Facilitator  
Eastside Family Place

### **OVERVIEW OF POSITION:**

The Community Kitchen Facilitator is responsible for the coordination and facilitation of a weekly community kitchen with parents. The program will run Tuesdays from 4:00pm-7:00pm.

### **KEY AREAS OF RESPONSIBILITY:**

- Group facilitation by providing a friendly, safe and non-judgmental environment for the group to develop in ways that address their nutritional interests and needs; by promoting inclusion, collaboration and problem-solving and encouraging cultural pride and cross-cultural sharing.
- Provide leadership to participants by facilitating and supporting them in determining guidelines for the group; roles and responsibilities of members: menu selection; shopping procedures; and cooking and clean-up procedures. Ensure food safe practice are followed.
- Ensure that all supplies are ready for each cooking session. Encourage parents to assist in purchasing and preparing for the sessions. Be prepared to fill in gaps, as needed.
- Provide resource to participants, including demonstrations of cooking techniques, information on nutrition, food safety, recipes and money saving shopping tips.
- Access and utilize relevant community resources. Liaise with other organizations that are offering community kitchens.
- Maintain accurate records of finances and program activity, including a final report.

### **QUALIFICATIONS:**

- SKILLS:**
- Excellent interpersonal and group facilitation skills
  - Menu-planning and cooking experience in it group or community kitchen setting
  - Refined problem-solving skills

- TRAINING:**
- Food Safe Certificate
  - Valid First Aid and CPR certification
  - Experience in budget management

- ABILITIFS:**
- Knowledge of shopping, cooking, nutrition and household budgeting; and the ability to share this knowledge in ways that accommodate people with varying learning styles
  - Ability to work with diverse group of people in community development
  - Ability to work independently and as part of a team
  - Ability to recognize and promote strengths and accomplishment of others
  - Second language would be an asset

This is an eight-week contract position, beginning in early May 2003, with the possibility of renewal in Autumn 2003 and twice a year for 2 subsequent years. **Remuneration for the eight-week contract will be \$720.00.**

**Qualified applicants can mail or fax resume with cover letter to:**

**Eastside Family Place  
Attention: L. Harris  
1655 William Street  
Vancouver, BC V5L2R3  
Fax: 604-255-9802**

**Application deadline; Monday April 7, 2003 At 9:00am.**

We thank everyone in advance for applying; however, only short listed applicants will be contacted. No phone calls, please.

*- Candidates must consent to a criminal record check -*

# **FAMILY SERVICES OF GREATER VANCOUVER**

CEDSDEPARTMENT

COMMUNITY KITCHEN OUTREACH WORKER

12 MONTH TERM POSITION

Internal/External Job Posting, Competition No. 5-03

This is a hourly paid (2 days/week) position reporting to the Regional Program Managers in Richmond and New Westminister.

## **PURPOSE OF POSITION:**

This position is responsible for the successful functioning of 6 neighborhood-based cooking groups for immigrants and refugees living in New Westminister and East Richmond (3 in each area) and linking these participants to current programs and services in the community.

## **KEY AREAS OF RESPONSIBILITY:**

1. Community Development/Coordination of the successful functioning of at least 6 cooking clubs; liaise with other Family Services programs and community resources and the Community Kitchen Steering Committee; participate in goal setting and ongoing evaluation of the project.
2. Marketing! Outreach by effectively liaising with existing community resources to recruit participants who would most benefit from this service and set up at least 6 effective cooking club locations.
3. Group Facilitation by providing a friendly, safe, and nonjudgmental environment for the group to develop in a way that adapts to the interests and needs of the participants; by promoting inclusion, collaboration, problem solving and eventual self-reliance and autonomy of the group and encouraging cultural pride and cross-cultural sharing.
4. Instruction to offer information on cooking, food safety, nutrition, recipes and money saving shopping tips and English language training as needed.
5. Information and referral to other community services and programs where applicable i.e. baby clinics, parenting program, counselling etc. and advocate for clients when needed.
6. Volunteer management by recruiting ,developing and supervising? strong team of volunteers to help with cooking, transportation, shopping and child minding.
- 7 Documenting statistics.
- 8 Fundraising and soliciting donations of supplies and equipment as needed.

## **QUALIFICATIONS:**

EDUCATION: Degree/College Diploma or equivalent plus 2 years related experience

KNOWLEDGE:           - Of community work and multicultural issues, nutrition and cooking  
                          - Of Richmond and New Westminster social services

SKILLS:               - Excellent interpersonal and group skills  
                          - Fundraising and Volunteer Management skills  
                          - Resourceful problem solving skills  
                          - Second language would be an asset

ABILITIES:           - Ability to work with diverse groups of people doing community development  
                          - Ability to work independently and also as a member of a team

RESUMES TO: Elaine Shearer at [eshearer@fsgv.ca](mailto:eshearer@fsgv.ca) or  
                          Call 11604-279-7100 or fax resumes to 604-279-7108

SALARY: \$18.00 per hour

CLOSING DATE: February 21, 2003.