

Job Assignment- Program Coordinator

Nutrition

- Hands-on classroom or group teaching experience required. Experience working with health and fitness curriculum and budgets preferred.
- Ability to create and manage program budgets; knowledge of health and fitness curriculum development techniques, basic education protocols.
- Provide classroom nutrition lessons based on current nutrition materials approved by the United States Department of Agriculture, Team Nutrition, and Michigan Department of Education.
- Assist in creation and management of CrimFit Nutrition budget, determining program needs.
- Coordinate CrimFit Nutrition Program in schools and/or organizations; manage participation; identify and recruit new schools/sites.
- Act as school/community liaison for the Crim; providing training and information; fielding calls from schools, addressing school assemblies as needed. Develop necessary communication materials; i.e., school recruitment letters, parent communications, etc.
- Assist in management of sites; build participation base by working with existing sites and identifying new locations.
- Update yearly training materials; recruit and train volunteers, providing all necessary support and monitoring. Participate in EPEC (Exemplary Physical Education Curriculum) in-service training and kick-off training as needed.
- Assist in coordination and execution of CrimFit events.
- Assist in the search for grant funding, assist in the preparation of CrimFit Nutrition Program grant applications within the timelines and terms of each grant.
- Keep time records and other documentation as required.
- Cooperate with evaluator to gather assessments from teachers.
- Assist in the development of evidence-based nutrition curriculum.
- Provide nutrition classes to school faculty.
- Other duties as assigned.