



# Grays Harbor County

WASHINGTON STATE UNIVERSITY  
EXTENSION

## POSITION DESCRIPTION

**TITLE:** Technical Assistant 1, Nutrition Education – WSU SNAP-Ed

**APPOINTMENT STATUS:** Temporary, 18 hours per week, 26 weeks assigned during the school year 2018-2019

**LOCATION:** Washington State University Grays Harbor County Extension, 34 Elma-McCleary Rd/PO Box 3018, Elma, WA 98541

### **Duties and Essential Functions:**

The WSU Grays Harbor County SNAP-Ed Program Aide will assist with the delivery of nutrition and food safety education throughout Grays Harbor County, primarily to schools in the communities of Aberdeen and Elma.

This position is part of WSU's annual contract for SNAP-Ed, funded by the USDA FNS SNAP-Ed Program.

Duties include youth and adult education, on-site program delivery and program evaluation at each location.

**RESPONSIBLE TO:** SNAP-Ed Project Manager

### **MAJOR RESPONSIBILITIES:**

May include any or all of the following:

- Review and prepare pre-written lesson plans in provided curriculum
- Present nutrition lessons to youth and/or adults in Grays Harbor County
- Purchase materials and supplies for project in consultation with Project Coordinator following established University procedures
- Maintain records, administer evaluations, and complete reports that monitor progress of teacher and student project participants.
- Use only research-based USDA and WSU-supported nutrition information
- Help implement Policy, Systems, Environmental strategies
- Complete other duties to support SNAP-Ed as required for effective program delivery

USDA and Washington State University are equal opportunity providers and employers. This material was funded by USDA's Supplemental Nutrition Assistance Program. SNAP. The Supplemental Nutrition Assistance Program (SNAP) provides nutrition assistance to people with low income. It can help you buy nutritious foods for a better diet. To find out more, contact: <http://foodhelp.wa.gov> or the Basic Food Program at: 1 877 501 2233.



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## QUALIFICATIONS

### Required:

- Willingness to work a flexible schedule
- Evening and weekend work may be required
- Washington State driver's license and car with required auto insurance
- Washington State Food Worker card obtain within one month of hire
- Employment is contingent upon obtaining a Washington State Patrol clearance
- Documented experience or education working with youth in schools
- Demonstrated ability to deliver educational programs to adult learners
- Demonstrated ability to work independently and as a team member
- Demonstrated ability to work with culturally and economically diverse populations
- Must lift and transport materials, food items, and audio-visual equipment up to 30 pounds

### Desired:

- Experience working with school teachers
- Training or professional experience in nutrition and/or physical activity

### Wages and Application Process:

Salary \$16.00-\$18/hour DOE

Mileage is reimbursed round trip from the assigned SNAP-Ed office to scheduled programming

Interested candidates should send a resume including mailing address, phone number, education and employment history and a letter of interest addressing the components of the job description to:

**WSU Grays Harbor County Extension**

**SNAP-Ed Program**

**Attn: Julie Guyton**

**PO Box 3018**

**Elma, WA 98541**

Position open until filled

Contact Julie Guyton at (360) 964-1586 or email [jguyton@wsu.edu](mailto:jguyton@wsu.edu) if you have additional questions.

WSU is an AA/EEO/ADA educator and employer

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