CLASSIFICATION: EXTENSION NUTRITION PROGRAM INSTRUCTOR
Non Union
FLSA: Exempt

BASIC FUNCTION/RESPONSIBILITY

As part of the MSU Extension and in concert with the Supervising Extension Educator, responsible for the oversight and delivery of health and nutrition education programs; may also have responsibility for providing guidance to new or less-experienced staff.

CHARACTERISTIC DUTIES/RESPONSIBILITIES

- Through use of specific, approved curriculum plans, organizes, delivers and evaluates nutritional education programs in the local community(ies) as directed.
- Recruits program clients/participants.
- Operates moderately independently, with minimal supervision, ensuring that program delivery follows prescribed curriculum and meets the goals for reaching specific audience types and size as specified by grantors and/or the organization.
- Ensures program promotion and expansion.
- Plans and carries out learning experiences for program clients/participants through group meetings and workshops.
- Responsible for collecting data related to programming efforts and results, and reporting in a timely manner.
- Assists as requested with updating program standards and guidelines.
- Prepares and maintains nutritional program records and reports.
- Actively participates in training to attain and retain appropriate knowledge and skill level in order to maintain and expand proficiency in health/nutrition and process skills.
- Has an understanding and commitment to equal access and opportunity and to diversity and inclusivity.
- Understands and implements Civil Rights principles and compliance standards.
- Other duties as may be assigned by the appropriate supervisor.

SUPERVISION RECEIVED FROM
Supervising Extension Educator

WORK ENVIRONMENT
This position requires driving as a regular part of the position; carrying educational materials, equipment, etc. up to 25 lbs.

QUALIFICATIONS
Requirements include: associates degree; knowledge and at least two years of experience in program delivery and health- or nutrition-related subject matter; proficient computer operation skills (e.g. Microsoft Word, Excel, PowerPoint, etc.). Combination of education and specific, relevant experience may be considered in lieu of degree.

DESIRED QUALIFICATIONS
Bachelor’s degree in related field.

Additional Requirements
Valid vehicle operator’s license to perform duties of the position and other skills and/or physical abilities required to perform duties of the position.

FAIR LABOR STANDARDS ACT DESIGNATION
This is position is exempt as defined under the FLSA.
Date: 6/1/2013

*MSU is an affirmative-action, equal-opportunity employer.*