CITY OF TEMPE
EMPLOYMENT OPPORTUNITY

Tempe

Community Services Department - 3500 S. Rural Road- Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Nutrition Instructor III

Opening Date: November 2012

Closing Date: Subject to closing without notice when the need of the Kid Zone Nutrition Program is met

Program Dates: **School Year:** November 2012 to May 24, 2013.
Summer: May 28 to July 26, 2013. Required paid training dates prior to start date.

Program Hours: Fall/Spring/Summer: Weekdays: 1:00 p.m. – 6:00 pm though hours may vary. May be asked to attend morning meetings every other week or 8:00 a.m. – 1:00 p.m. a few times each semester. Some paid evening trainings are required. **25 hours per week total.**

Hourly Wage: **Starting wage is $15.00 per hour.**

Experience: Requires minimum 12 months experience working in an organized recreation, child care, or school program with elementary age children in a group setting including some experience teaching nutrition and/or physical fitness concepts. Requires some experience with public relations and/or working with parents of school-aged children. Must have positive and outgoing personality. Good speaking and communication skills are a must. Must possess the ability to plan, organize and teach nutrition and/or physical fitness to school age children and their parents. Must be able to organize and manage paperwork including contact tallies and evaluations. Must have the ability to work effectively with children, families, co-workers, and Community Services Department staff. Skills with computer applications from Microsoft Office are highly preferred. Education or experience in community nutrition, dietetics, or physical fitness is desirable. Cooking skills highly desirable. Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Job Functions: Under the supervision of the Community Education Coordinator:

- Developing and implementing special events, food demonstrations, and classes for parents and/or K-5th grade students at 12 after-school programs and 19 schools.
- Assist Site Manager and the site staff in their implementation of on going nutrition education at each site.
- Assist in training Nutrition staff in effective teaching methods and working successfully and positively with children.
- Contacting and working with parent associations at the schools to teach proper nutrition and physical activity concepts.
- Establish and maintain effective relationships with the children, parents, school staff and other community members.
- Survey parent and child participants regarding nutrition education as a means to gain data for program evaluation.
- Complete electronic weekly reporting regarding lesson attendance, information given out, anecdotal information, and other important data.
- Work with local DES office staff to provide Nutrition information to individuals participating in the Supplemental Nutrition Assistance (SNAP) Program
- Perform program life-sized mascot appearances at special events.
- Encourage high participation of students and track attendance of each class.
- Maintain cleanliness of work environment assisting in set up and take down of all activities. Some lifting, carrying, and physical work is required.
- Other duties as assigned.

Continued on reverse side.

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of **6** references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check.
- Must be at least 18 years of age.

Additional Requirements:

- Nutrition Program provides 2 staff shirts to new instructors. More shirts may be purchased upon hire.
- Must obtain a Food Service Worker card upon hire (prior to working at sites).
- Must attend a food safety training upon hire (prior to working at sites).
- Must attend our paid new employee orientation and trainings (prior to working at sites).

Apply: City of Tempe Community Services Department, Social Services
3500 S. Rural Rd. 2nd floor (Tempe Public Library), Tempe, AZ, 85282
Monday – Friday 8 am – 5 pm.
Or apply online at www.tempe.gov/kidzone.

Questions: Contact Leah Sergeant at 480-350-5407.