

## Alice Aycock Poe Center for Health Education

### **Position Description:**

**Title:** Physical Activity & Nutrition Health Educator  
**Type:** Part Time  
**Reports to:** Senior Nutrition Health Educator  
**Department:** Programs

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### **Basic Function:**

Under the direction of the Senior Nutrition Health Educator, the Physical Activity Health Educator provides daily support for the SNAP-Ed grant and educational intervention. S/he will collaborate with community and State partners to design plans for reaching SNAP recipients. S/he will design and develop nutrition and physical activity education curriculum and supplemental materials. The Physical Activity Health Educator creates and ensures comprehensive evaluation of reaction, learning, behavior change and results for all interventions. S/he provides support to the Senior Nutrition Health Educator and participates on the Poe Center's Leadership Team. The Physical Activity Health Educator implements day-to-day responsibilities related to the delivery of instructional programs at the Poe Center and at outlying schools and institutions. Instructional responsibilities include development and maintenance of resource materials. The health educator will also be a part of a local school wellness policy committee or school health advisory council in the Southeast region.

### **Major Duties and Responsibilities:**

- Master the course content in nutrition and physical activity. Continually seek and incorporate methods of instruction that will enhance and enrich the learning experience.
- Design customized exercise programs to meet needs and goals.
- Implement on-going evaluation of program effectiveness. Assist in the research and development of new and innovative curriculum and instructional methods based on assessed need and demand.
- Research and develop supplemental materials for classroom, teacher and parental use.
- Follow proper procedures for problems with audio-visual equipment and Options technology.
- Promote the mission and goals of the Poe Center through marketing efforts in the community.

### **Qualification Requirements:**

- BS in Exercise Science or an equivalent combination of work experience and college level course work is required.
- Minimum of one year of practical education/teaching experience in learner centered environments.
- Experience in curriculum design and development, education, technical writing, and evaluation.
- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Must demonstrate excellent presentation skills and have the ability to relate to participants (preschool-12<sup>th</sup> grade students and adults).
- Strong commitment to the Poe Center's mission.
- Proficiency in use of educational and office technologies, including, but not limited to Microsoft Word, PowerPoint and Excel.
- Ability to manage multiple projects with minimal supervision.