



Care and Share Food Bank for Southern Colorado

Division/Department: 50-Programs

Location: Pueblo

Job title: Cooking Matters Coordinator Pueblo

Reports to: Cooking Matters Program Manager

Status:
Salary

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

Cooking Matters empowers families with the skills to stretch their food budgets and cook healthy meals so their children get nutritious food at home. In this position, the coordinator will implement and support all aspects of the Cooking Matters nutrition education model in Pueblo County in accordance with Share Our Strengths' state and national goals and policies. The Coordinator will also complete other duties as assigned both from Share Our Strength and from Care and Share Food Bank.

Duties and Responsibilities:

Course Coordination:

Coordinate 16, 6-week long nutrition education reaching a minimum of 192 adult, parents, and family participants annually, living at or below 185% of the Federal Poverty Level (Oct 1 – Sept 30); Coordinate Cooking Matters at the Store tour(s) for a minimum of 100 participants annually. (Oct 1 – Sept 30)

- At least 32% of the participants need to be in our Priority Audience.
- By June 30th, 144 class participants and 75 Cooking Matters at the Store tour participants need to be reached.
- Partner with culinary educators, nutrition educators and agency/site managers to schedule and implement courses and shopping tours.
- Equip agencies/sites with resources needed to host a signature Cooking Matters class, ensuring they understand their responsibilities and the responsibilities of the coordinator. This includes training site coordinator for hosting a course through Train-the-Trainer (if acceptable for that site).
- Prepare for classes including grocery shopping and gathering supplies.
- Transport and set-up of equipment for each class.
- Complete evaluation and other reporting documentation as necessary for the Cooking Matters classes as well as the Cooking Matters at the Store tour events. These help to show the impact Cooking Matters is having on the participants living in poverty.
- Actively work with sites to ensure they are recruiting and maintaining the agreed upon number of participants for the Cooking Matters classes.
- Maintain participant incentive inventory as well as class material inventory.
- Ensure all class materials/supplies are available at each class so the class can run smoothly.
- Train volunteer culinary instructors and nutrition instructor for implementation Cooking Matters classes and Cooking Matters at the Store.
- Provide lesson plans and/or supplementary materials for volunteers.
- Cultivate positive working relationships with agencies serving low-income clients.
- Coordinate implementation of one-time workshops for special audiences, drawing on local and state resources as appropriate. Use these opportunities to help recruit participants for Cooking Matters volunteers.
- Identify new sites. Cooking Matters Manager has final approval of new sites.
- Collect photos and stories of class participants and volunteers. These photos and quotations may be used to inform the state team

and the national team all the work happening in Pueblo County.

- Sustain at least an 85% graduation rate in Cooking Matters classes.

Volunteer Management and Training:

Utilize volunteers professionally to assist with the nutrition education programs.

- Recruit volunteer culinary and nutrition educators, class assistants, tour facilitators, and shoppers.
- Equip volunteer instructors with training, materials and information needed to implement classes and lead store tours and make certain they follow procedures and course guidelines.
- Provide timely and consistent communications with volunteers via in person, emails, phone calls and other means of communication
- Provide volunteers with participant demographics and requirements of the site before the class and events start
- Develop relationships with chefs, dietitians and nutritionists to maintain enough trained instructors to have two instructors available for every course.
- Identify and participate in opportunities to recruit volunteers.
- Ensure at least 66% of the 6 week courses have a minimum of 2 volunteers assisting with classes.
- Establish and maintain relationships with local culinary and nutrition associations.
- Train volunteers to implement facilitated dialogue in each class.
- Oversee volunteer instructors during class to ensure they have all required materials and are implementing Gold Standard classes.
- Provide recognition of the efforts and hard work of volunteers through volunteer appreciations, gifts and volunteer hall of fame

Program Development:

Engage in additional activities that will help to grow the program and help ensure longevity with Care and Share Food Bank for Southern Colorado.

- Identify local businesses or associations to provide new opportunity for community awareness, outreach, and sponsorship.
- Participate in other nutrition, health or food based events to promote Cooking Matters, No Kid Hungry (NKH) and their respective messages
- Promote NKH tactics and activities, such as sharing info with class participants *and* agency partners about summer meals sites, CACFP programs, etc.
- Assist with implementation of Healthy Pantry Project at Care and Share agencies

Administration:

- Adhere to all reporting guidelines
- Write, distribute and file routine correspondence.
- Ensure all course paperwork is in order, retain copies and submit required documentation to Cooking Matters Colorado.
- Submit all volunteer paperwork as needed.
- Complete and submit monthly Progress Report and Metrics in accordance with Care and Share policies.
- Submit additional reporting requirements for Cooking Matters as needed.
- Participates in national, state and other trainings.
- Ensure office work is completed in a timely and accurate fashion.
- Participate in required team meetings for Care and Share
- Submit copies of any local media coverage.
- Send all reimbursement and gift card needs to Cooking Matter Program Manager in a timely manner.

Work experience requirements:

Minimum Requirements:

- BS in nutrition, public health, culinary or similar.
- Ability to manage volunteers and work independently and with diverse populations including chefs, nutrition educators, and low-income persons.
- Strong verbal and written communication skills.
- Demonstrated ability to organize, prioritize, problem-solve, be flexible, and work under pressure. Computer skills required, including familiarity with all MS Applications.
- Some travel required.
- A working vehicle, valid CO driver's license, and minimum insurance levels (\$100,000/\$300,000/\$100,000 liability coverage).

Knowledge, Skills, Abilities:

- Knowledge of low-income neighborhoods and social service agencies that serve those neighborhoods locally, as well as hunger issues, government and/or private food assistance programs is preferred.
- Ability to manage volunteers and work independently and with diverse populations including chefs, nutrition educators, and low-income populations.

- Strong verbal and written communication skills.
- Proficiency in Outlook, Word, Excel, Power Point, and the internet
- Present a professional appearance and demeanor
- Excellent organization skills, attention to detail; ability to prioritize and manage multiple tasks
- Demonstrated ability to organize, prioritize, problem-solve, be flexible, and work under pressure.
- Commitment to the mission of Care and Share and Cooking Matters.

Reviewed by:

Date:

Employee Signature:

Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.

PLEASE SEND COVER LETTER AND RESUME TO JESSICA MCCONNEL AT Jessica@careandshare.org BY 5:00 P.M. ON Friday, August 18, 2017.