

Program Coordinator - Health, Wellness & Nutrition  
Good Shepherd Community Center, Mosses

**JOB DESCRIPTION:** The Health, Wellness and Nutrition (HWN) Program Coordinator oversees health, wellness, and nutrition programs at the Good Shepherd Community Center (GSCC) located in Mosses. The Coordinator implements/develops HWN curriculum for education for youth and adults, actively engages in nutrition education across program areas, provides cooking demonstrations and tastings at the Food Market of GSCC as well as maintains appropriate fitness classes. Under the supervision of the Director of the Bosco Nutrition Center, the Coordinator also assists with Edmundite Missions nutrition plan implementation especially with regard to cooking demonstrations in Selma and retail nutrition demonstration partnerships.

**ROLES AND RESPONSIBILITIES:**

**Nutrition Programming and Education**

- Implement and constantly refine HWN curriculum at GSCC and, as appropriate, at the Missions Bullock Community Center in Selma. Provide regular activities at GSCC using that curriculum.
- Provide support to the New Possibilities Youth program at GSCC for experiential learning units on nutrition and healthy lifestyle.
- Serve as Mosses point of contact for the Missions Bosco Nutrition Center located in Selma in the implementation of nutrition education and cooking demonstration/tasting components of the overall nutrition plan in Mosses. Schedule monthly healthy cooking demonstrations, classes, and/or tastings at Good Shepherd Market or elsewhere in the GSCC facility.
- Plan and arrange for special guests to speak on HWN topics at GSCC.
- Working closely with the Director of the Bosco Nutrition Center, take prime responsibility for developing and growing retail relationships for nutrition and cooking demonstrations at outlets in Selma, beginning with the Dollar General. As these relationships mature, extend the Missions role as a nutrition partner to equivalent retail sites in Lowndes County.
- Working closely with the Director of the Bosco Nutrition Center, assist with the implementation of innovative community nutrition education initiatives.

**Food Access**

- Work closely with the Director of the Good Shepherd Nutrition Center to ensure efficiency and quality at the Food Market.
- Assist with obtaining food supplies from vendor farmers, retail vendors, and food banks
- Ensure the quality and accuracy of inventory data in the PantrySoft inventory management system, working with the Director of GSCC to implement improvements

- Ensure that homebound clients of the Food Market have food access with dignity, with as much choice in their weekly food deliveries as possible; assist with developing new technology approaches to that access with choice.

### **Health and Fitness**

- Implement a fitness and healthy lifestyle program for all ages
- Oversee a variety of Active Lifestyle classes for adults/Seniors

### **Performance**

- Ensure all Health and Food Safety Guidelines are adhered to in the Market and during food preparation
- Maintain records for tracking and reporting of clients, inventory, and Food Bank requirements
- Participate in Community Advisory Group meetings/listening sessions to ensure responsiveness to community needs and quality assessments
- Develop and implement mechanisms for regular Food Market client satisfaction assessment
- Report performance metrics to management
- Other duties as assigned

### **KEY CANDIDATE CHARACTERISTICS**

- Unassailable personal integrity and moral reputation
- Appreciation and respect of the Catholic Church and its teachings
- Understanding of the concepts of “ministry” in serving the disadvantaged
- Team-oriented approach to work and colleagues; well-organized and able to multi-task
- Professionalism and respect for all colleagues and clients
- Customer-orientation; able to work well with the public

### **SKILLS AND PREREQUISITIES**

- Minimum high school diploma or equivalent; BA preferred
- Experience in nutrition and health/wellness program implementation, including fitness; experience should include small and large group instruction involving multiple age groups on a wide variety of nutrition and wellness topics
- ServSafe certified or willingness to become ServSafe certified within 90 days of employment
- Certified Diabetes Instructor or willingness to gain certification within 6 months of employment
- Excellent verbal presentation skills
- Mastery of all elements of Microsoft Office
- Experience with managing volunteers and other staff members

- Valid Driver's license and ability to drive a truck (non CDL)
- Must be able to lift at least 50 pounds and be able to stand, bend, use fingers to grip, etc., as required by the nature of the job responsibilities.
- Be willing to submit to a background screening