

**Howard Area Community Center
Job Description**

Job Title: Community Dietitian

Status: Full-Time

Department: Youth

Supervisor: Director of Youth Programs

Position: SHARP Kids Coordinator

Grade: C

FLSA Status: Exempt

SUMMARY: Coordinates a wide range of services for the Seeing Healthy, Active Rogers Park Kids (SHARP Kids) program. SHARP Kids is a youth-focused obesity prevention program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Coordination

- Coordinate a Youth Obesity Prevention program in the Rogers Park community
- Monitor program budget and expenses and track compliance with grant objectives
- Identify, schedule and supervise fitness instructors who are sub-contracts to the grant.
- Supervise dietetic interns during their community rotation at Howard Area
- Assist the Youth Program Director and Development Department on identifying new funding sources, serving as a liaison to existing funding sources, writing program information and evaluation the program.
- Perform other tasks as assigned

Nutrition Education

- Deliver accurate nutrition education in creative, youth friendly ways in three after-school programs. Delivery includes classroom presentations, small group lessons and one-on-one counseling sessions.
- Develop nutrition lessons plans. Research nutrition and obesity prevention information to share with others.
- Lead healthy lifestyles-related clubs as appropriate, such as Supper Club, Family Cooking Classes, Garden Club and Walking Club.
- Counsel families on implementing healthier lifestyles.

Community Outreach

- Lead the Howard Area Healthy Living Task Force
- Establish and develop partnerships with community organizations. Conduct community presentations.
- Attend meetings with key stakeholders, especially funders, and Youth Dept staff.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education and/or Experience:

Registered Dietitian with bachelor's degree in Dietetics or related field (will consider RD-eligible); Experience working with children and families of various cultural/ethnic backgrounds would be helpful; bi-lingual (Spanish-English) is an asset.

Application:

To apply for this position, please send a 1-page resume and 1-page cover letter, addressing how you are equipped to fulfill the essential duties and responsibilities, to YouthDeptJobs@howardarea.org. Please put the name of the position in the subject line of the email and in the cover letter. Please apply by Sunday, December 5.