

**Cornell Cooperative Extension Dutchess County  
Family and Consumer Sciences Program  
Volunteer Position Description**

**Position Title:** Food Educator Volunteer

**Purpose of Position:** To provide program support and consumer education in the areas of food preparation, food safety, general nutrition and related areas as needed, to assist in improving the health and well-being of Dutchess County residents.

**Responsibilities:**

Based on needs of program and commitment of volunteer, the position may require one or more of the following:

- Assist NIP coordinator in outreach, marketing and educational activities as needed.
- Assist NIP staff in adult and youth programming activities.
- Provide community-based food demonstrations at farmers markets, health fairs, county fair, community events, and nutrition program sites across Dutchess County.
- Ensure that program supplies remain in stock and in ample supply.
- Assemble group food education sessions and materials from prepared options.
- Assist in the implementation of nutrition education lesson plans for individuals and groups using appropriate language, communication skills and professional behavior.
- Evaluate effectiveness of nutrition education using appropriate screening tools and documentation methods.
- Copy, organize and assemble information packets, referral information and programming supplies as needed.
- Attend training activities for planning, organizing, implementing and evaluating nutrition education programs for adults and youths with assistance from the Nutrition Team Coordinator and support staff.
- Cultivate team relationships among Cooperative Extension food and nutrition staff.

**Anticipated Audience:** Volunteer Food Educators will provide services to general and specific target audiences of consumers residing in Dutchess County, NY, as assigned by Nutrition Program Coordinator or other designated CCEDC staff. Primary Work locations include Cornell Cooperative extension Dutchess County offices and various sites across the county as needed.

**Expected Results:**

Volunteer Food Educators will assist Dutchess County residents in making sound food and nutrition decisions through the provision of approved information and activities delivered via consumer-friendly techniques.

**Training and Support:**

Note: each hour of training time counts as ½ hour of volunteer service for all newly enrolling volunteers

- One day orientation prior to beginning training period.
- An initial training period of three months with active participation in programs is required for all Volunteer Food Educators
- 15 training workshops during the orientation period are required.
- Additional continuing training may be required on an annual basis.

- The Nutrition Team Coordinator will provide leadership and training to Volunteer Food Educators with additional support provided by Nutrition Community Educators, Nutrition Outreach and Reporting Assistant and FCS Issue Leader.

**Reporting:**

- This position reports to the Nutrition Team Coordinator.
- Additional reporting to CCEDC Consumer and Family Sciences Program Leader.
- Documentation of all activities is required.

**Time Commitment:**

- This position requires the provision of a minimum of 50 volunteer hours of service to the Nutrition Program per year.
- Volunteer service hours may be performed weekends or weekdays, depending on need and may vary seasonally.

**Qualifications:**

- High School Diploma or Equivalent
- Basic interest in food, nutrition and health
- Ability to work well with others and respond to instructions from supervisor and fellow staff.
- Ability to relate to diverse audiences.
- Ability to communicate effectively in-person.
- Ability to transport self and materials to multiple locations.

**Level of Background screening required:**

- **Reference Check** – Enrolled Volunteers
- **Department of Motor Vehicle (DMV) Check** – Enrolled Volunteer responsibilities involve transportation of others or use of CCE Association vehicles
- **Criminal Background Check** – Enrolled Volunteer when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities

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**Volunteer signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Program Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Program Leader** \_\_\_\_\_ **Date** \_\_\_\_\_