



**MEMBER POSITION TITLE: Health and Nutrition Support**

**HOST SITE:** UW Oshkosh Head Start serves children and families in Winnebago, Outagamie, and Calumet Counties. Primary office would be located at 515 E. Parkway Avenue in Oshkosh.

**APPLICATION DUE DATE:** August 10<sup>th</sup>, 2018

**OVERVIEW:** UW-Oshkosh Head Start is looking for a half-time AmeriCorps member who would provide health education to support our youngest learners (ages 3-5 years old) and their families. The member would be responsible for creating and delivering nutrition education through Farm to Early Care activities to Heads Start students. Members will also create and share activities with staff, children and families to increase their level of physical activity outside and inside the classroom, and at home.

**DESCRIPTION OF DUTIES:**

- Coordinate and implement health education programming focused on healthy weight, physical activity and/or healthy eating habits (including breast feeding, sugar-sweetened beverages, adequate sleep recommendations, etc.)
- Coordinate and implement community events promoting health and nutrition education
- Recruit, train, and utilize volunteers to assist with health/nutrition education programming
- Administer and collect data for health/nutrition education programming
- Track health/nutrition education recipients, volunteers, and survey results
- Maintain attendance logs for health education/nutrition recipients and volunteers
- Build strong relationships with children and families by engaging in supportive conversations around the topics of health, nutrition, and physical activity.
- Maintain a cooperative working relationship with Head Start staff and families.
- Develop resource kits that include locally grown fruits and vegetables and use them to teach lessons in the classroom.
- Create and share activities with staff, children and families to increase their level of physical activity outside, in the classroom, and at home.
- Work with the Family Resource Specialists to include health, nutrition, and physical activity ideas and resources during Family Events.
- Add an informative health and nutrition article for families in the monthly newsletter.
- Be responsive to children's needs and interests by consistently providing comfort, reassurance, and encouragement.
- Follow and/or model tooth brushing, meal service and hand washing guidelines set in policies and procedures.
- Follow all guidelines and procedures outlined in the DCF 251 Licensing Rules for Group Child Care Centers, Head Start Performance Standards and UW Oshkosh Head Start Policies and Procedures.
- Attend and participate in trainings and meetings as requested by WOTFV AmeriCorps Program and UW-Oshkosh Head Start.
- Complete timesheets weekly and mileage reimbursement forms monthly.



## QUALIFICATIONS:

- Passion for health and wellness initiatives
- Must have a high school diploma or equivalent
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Be 18 years or older at the beginning of their service
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S
- Knowledge of the Child and Adult Care Food Program(CACFP)
- Knowledge of the State of Wisconsin Licensing Rules for Group Child Care Centers
- Skill in preparing food that is nutritious and appealing in manner.
- Skill in oral and written communications.
- Ability to communicate effectively with supervisor, co-workers and other staff.
- Ability to exhibit understanding and openness when dealing with various cultures.
- Ability to self-manage time.
- Ability to successfully complete Wisconsin Criminal Background Check and Fingerprinting.

**TRAINING:** Head Start provides several training opportunities throughout the year. The initial training session before beginning placement will include all required training by Head Start and Child Care Licensing. WOTFV AmeriCorps Program will offer additional opportunities for professional development including conflict resolution, citizenship, and volunteer management trainings.

## OTHER INFORMATION:

- **Member Term of Service:**
  - WOTFV AmeriCorps Program year of service runs from September 4<sup>th</sup>, 2018-August 15<sup>th</sup>, 2019.
- **Time requirements**
  - Half-time members will serve 930 hours during the year, averaging 18.5 hours/week.
- **Benefits**
  - Members will receive a living allowance while serving, which is paid on the 15<sup>th</sup> and last day of each month. Half-time members will receive a gross living allowance of: \$286.08 per period.
  - Segal Education Award upon successful completion of hourly requirement described in Time Requirements: \$2960.00 for half-time members.
  - Forbearance on qualified student loans while serving and interest accrual payments.
  - Full-Time Members are eligible for basic health insurance and childcare reimbursement (if eligible).
  - Experience and resume builder- Receiving hands on experience in the field by working with children and families and focusing on improving health and nutrition in an educational setting.
  - Training- receive free training throughout the year in CPR, first aid, blood borne pathogens, Shaken Baby Syndrome and other Head Start requirements.



- Networking- Opportunity to build a network of professional contacts at UW Oshkosh Head Start and in the community.

**CONTACT INFORMATION AND APPLICATION DUE DATE:**

- Preference will be given to applications received by August 10, 2018. Please send to Valeri Donnelly, Associate Director of Health Related Services, UW Oshkosh Head Start. Email: [donnely@uwosh.edu](mailto:donnely@uwosh.edu) OR mail/in-person delivery to: UW-Oshkosh Head Start, Attn: Valeri Donnelly, 515 East Parkway Avenue, Oshkosh, WI 54901
- Amanda Ross, WOTFV AmeriCorps Project Manager: email: [amanda.ross@unitedwayfoxcities.org](mailto:amanda.ross@unitedwayfoxcities.org) OR mail/in-person delivery to: United Way Fox Cities, Attn: Amanda Ross, 1455 Midway Road, Menasha, WI, 54952