



MEMBER POSITION TITLE: Community Health Project Coordinator – Nutrition and Physical Activity

HOST SITE: Winnebago County Health Department, 112 Otter Ave, Oshkosh WI

OVERVIEW: Winnebago County Health Department (WCHD) is seeking a full-time member to support residents in healthy eating, breastfeeding and being more physically active by improving community conditions, increasing access and encouraging behavior change. This includes implementing health education outreach, relationship building across sectors including colleges/schools/early care, nonprofit worksites, and the community, recruiting and managing volunteers, and supporting emerging and established coalitions, collaborations, and projects throughout the county.

DESCRIPTION OF DUTIES:

- **Increasing capacity and/or resources to new/ongoing obesity prevention programs or initiatives**
 - Nutrition and Breastfeeding
 - Support farm-to-early care education and implementation initiatives (e.g. partnership with UW Oshkosh Politics of Food class)
 - Encourage participation in Great Lakes Great Apple Crunch to schools/early childhood education centers
 - Participate in the church summer lunch programs by offering meal planning and providing healthy lifestyle activities for school age children
 - Support development of strategies and activities that increase access to affordable, healthy food
 - Coordinate training opportunities for community partners related to nutrition for early childhood and breastfeeding (e.g. School Gardening and breastfeeding training in the Early Care Setting, Outpatient Champion Breastfeeding Training)
 - Assist non-profit worksites and Winnebago County departments to implement breastfeeding friendly policies
 - Physical Activity
 - Support Wellness Plus; Tools for Better Health Collaboration and workgroups with meetings, activities and/or events
 - Outreach to the community to enhance participation in evidence based self-management programs such as Stepping On, Strong Bodies, Tai Chi, etc.
 - Promote and encourage biking/walking behaviors and education activities/events (e.g. Bike to School Day, BikeOsh, etc.)
 - Worksite Wellness
 - Support alignment of worksite wellness efforts between Live Well Fox Valley, Oshkosh Area Businesses Focused on Health, Inc., and Well City Fox Cities
 - Provide group exercise classes to Winnebago County employees
- **Health education**
 - Develop and disseminate communications on early childhood/school age nutrition, breastfeeding, and adult physical activity in alignment with WCHD and coalition goals. May include writing articles, tabling at Farmers Markets, community presentations, or other local events (e.g. Boys and Girls Club, summer lunch programs, civic groups).
 - Educate non-profits about the benefits of breastfeeding friendly worksites (e.g. lunch and learn, employee wellness fair, meetings with Human Resources Departments/staff)



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- Coordinate (with other AmeriCorps members at WHCD) to create and present quarterly nutrition education to families receiving WIC benefits
- Use social media to increase presence and connections with the community related to early childhood/school age nutrition, breastfeeding, and adult/youth physical activity
- Promote resources regarding breastfeeding friendly locations through social media
- Promote evidenced-based self-management programs for health and wellbeing for adults
- Encourage adults and youth to walk/bicycle using existing community resources and participating in existing activities
- **Data collection**
 - Collaborate with the University of Wisconsin-Oshkosh to evaluate current lactation room status on campus and make revisions to update or increase room capacity
 - Assist with the collection, entry and analysis of participants' post program surveys and questionnaires to evaluate evidence-based classes for quality improvement
 - Conduct data collection (e.g. focus groups) with residents and participants of institutional food programs (e.g. schools, day cares) to determine needs related to accessing and using healthy, affordable foods
- **Volunteer recruitment and utilization**
 - Lead volunteer recruitment for school/early care tasting events during the school year and in summer
 - Develop sustainable volunteer recruitment strategy in partnership with schools/early care setting
 - Identify and engage existing and additional partners to participate in access to healthy and affordable food initiatives.
 - Increase volunteers for becoming trained leaders in the community for evidence based self-management programs.
 - Coordinate outreach activities to engage new volunteers to be class facilitators of evidenced based self-management classes for better health and wellbeing. (e.g. Stepping On, Strong Bodies, etc.)

QUALIFICATIONS:

- 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
- Associates or Bachelor's degree in: Community Health, Health Promotion and Wellness, Health Science or related background and experience
- Passion for health and wellness initiatives
- Current WI driver's license and commitment to meet and maintain the County's automobile insurance requirements.
- Ability to work in a team and independently.
- Ability to develop creative concepts and innovative techniques to effectively reach, engage, and impact diverse populations.
- Comfort using Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Google applications and other social media skills preferred.
- Mature and tactful in dealing with persons of diverse backgrounds and with persons of varying levels of education, understanding and values.



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- Ability to communicate effectively, orally and in writing, using multiple sources of technology and in multiple venues.
- Willingness to establish and recruit community partners, develop leaders, and maintain working relationships/partnerships with staff, volunteers and community organizations/agencies.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to promote programs/initiatives through mass media and public relations/marketing skills.
- Ability to maintain accurate, complete, reports and data on a computer.
- Ability to work productively with supervisor support in a highly visible public sector.
- Ability to adapt to changing programming and workplace priorities, and accommodate flexible scheduling to address program needs.
- Willingness to learn and grow in areas of less experience, skill or comfort.

TRAINING:

- WCHD policies and procedures (onsite with staff)
- Meeting with WCHD Supervisor to discuss Member interest, skills, strengths
- Introduction to WCHD staff, community partners, etc.
- Recurring weekly and/or biweekly meetings with WCHD host site supervisor
- Program/project specific training with WCHD staff or community partners
- Coalition building and/or group facilitation (on/off site, webinars)
- Social media and communications (on/off site, webinars)
- Computer-based programs and applications specifically related to projects (onsite with staff, online)
- Trainings specific to member's responsibilities, functions (e.g. Systems and Environmental Change; Social Determinants of Health, etc.)
- Staff development days and other conferences/workshops specific to Member's duties and interests
- 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 3rd, 2019-August 31st, 2020.
- **Time requirements**
 - Full-time members will serve 1700 hours during the year, averaging 33 hours/week.
- **Benefits**
 - Members will receive a living allowance while serving, which is paid on the 15th and last day of each month.
 - Full-time members will receive a gross living allowance of: \$583.00 per pay period
 - Segal Education Award upon successful completion of hourly requirement described in Time Requirements: \$6095.00 for full-time
 - 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).
 - Mileage reimbursement for utilization of personal vehicle for County travel per County policy; County owned vehicles available for use when scheduled



CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):

- Tracy Gehrke, Public Health Nurse: email: tgehrke@co.winnebago.wi.us or 920-232-3022
- Amanda Ross, WOTFV AmeriCorps Project Manager: email: amanda.ross@unitedwayfoxcities.org OR mail or in-person delivery to: United Way Fox Cities, Attn: Amanda Ross, 1455 Midway Road, Menasha, WI, 54952