

**PROPOSED DUTIES AND TASKS OF SUCCESSFUL NUTRITION EDUCATION PROGRAM COORDINATORS**

<b>Duties</b>	<b>Tasks</b>
<p><b>A.</b> <b>Plan overall program and direction</b></p>	<p>A1. Assess community needs and strengths                      A2. Ensure that program stays within funder's guidelines                      A3. Achieve and maintain up-to-date knowledge of subject content                      A4. Plan program activities to meet desired outcomes                      A5. Recognize future trends and possible resources to expand programs                      A6. Develop program outcomes based on knowledge of behavior change and the learning process</p>
<p><b>B.</b> <b>Provide Leadership</b></p>	<p>B1. Mentor peers                      B2. Participate in UWEX staff meetings                      B3. Actively participate in Ag/Ext committee meetings                      B4. Serve on committees outside local UWEX                      B5. Achieve and maintain knowledge of UWEX policies and procedures                      B6. Facilitate collaborative planning with nutrition staff, family living unit and county office</p>
<p><b>C.</b> <b>Manage administrative processes</b></p>	<p>C1. Organize budget and statistical filing system                      C2. Utilize computer technology to write narrative and statistical reports and budget                      C3. Organize subject matter content filing system                      C4. Utilize E-mail for communication                      C5. Complete administrative tasks by deadlines                      C6. Identify sources and means of reducing stress</p>
<p><b>D.</b> <b>Measure program impact</b></p>	<p>D1. Use statistics and evaluation data to improve program                      D2. Write reports for stakeholders                      D3. Analyze data/records                      D4. Design evaluation strategy and/or tool                      D5. Collect and record data</p>
<p><b>E.</b> <b>Secure and Manage Financial Resources</b></p>	<p>E1. Write narrative and develop budget for grant applications and contracts                      E2. Ensure that staff has resources to achieve program goals                      E3. Seek new/alternate sources of revenue                      E4. Monitor budget expenditures</p>

<p><b>F.</b> <b>Design and provide learning activities and events</b></p>	<p>F1. Provide a variety of delivery methods                  F2. Provide direct teaching                  F3. Identify and acquire resources to provide lessons                  F4. Assess impact                  F5. Design activities based on learning styles and audience needs                  F6. Identify and develop staff teaching skills</p>
<p><b>G.</b> <b>Establish relationships with states and local agencies and groups</b></p>	<p>G1. Network with community groups                  G2. Problem-solve with groups                  G3. Negotiate roles and activities                  G4. Facilitate meetings                  G5. Carry out program commitments</p>
<p><b>H.</b> <b>Create public awareness of programs and issues</b></p>	<p>H1. Report to all stakeholders: county extension committees, other agencies, food stamp distribution agency, etc.                  H2. Establish relationship with local media                  H3. Participate in activities that create awareness of poverty and food scarcity</p>
<p><b>I.</b> <b>Hire, train, support and supervise staff</b></p>	<p>I1. Hire staff                  I2. Create a team                  I3. Provide on-going support to maximize staff success and meet local and state standards                  I4. Assist educators in developing and reaching goals                  I5. Provide initial training and orientation for new employees                  I6. Provide on-going professional development and training                  I7. Conduct program/unit meetings                  I8. Conduct performance reviews</p>