



220 Herndon Street
 San Marcos, TX 78666
 P: (512) 392-8300
 F: (512) 392-5286
www.haysfoodbank.org

Position Description

Job Title:	Nutrition Education Intern
Reports To:	Nutrition Education Lead
Location:	Hays County Food Bank Office
Classification:	Volunteer, unpaid/available for academic credit

Position Summary

Hays County Food Bank Nutrition Education Intern supports, improves, and implements Nutrition Education Programs (Food-Wise Cooking Classes, Child Nutrition Engagement Program sessions, and Senior Nutrition & Wellness Program sessions). Individuals will gain valuable experience in community health, building non-profit relationships, public speaking, lesson planning, time-management, and program evaluation.

Duties and Responsibilities

- Attend educational sessions and serve as support for HCFB staff during their Nutrition Education Programs.
- Help with setup, snack preparation, activity engagement, and cleanup for education sessions.
- Become familiar with the components of a successful lesson plan.
- Create, test, and analyze recipes for clients using the HCFB Nutrition Education Program inventory.
- Lead at least one hands-on lesson during your time as an intern, including lesson introduction, teaching recipe preparation, monitoring participant behavior, and working within specific time constraints.
- Research successful Nutrition Education Programs across the nation to use as models for future lesson planning.
- Create engaging activities for approval and future use.
- Brainstorm creative ways to evaluate program success.
- Other duties, as assigned by Programs Director.

Qualifications

- Be responsible, flexible, hard-working, ethical, and committed to the mission of HCFB
- Undergraduate student considering a career in nutrition, community nutrition, and/or dietetics
- Must have a general interest in nutrition, science, food, cooking, etc.
- Ability to work cooperatively with a diverse range of people
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills and willingness to engage in public speaking
- Community service minded
- Experience working with children and/or seniors, as well as managing small groups
- Computer proficient (including Microsoft Office, social media platforms, and Google apps)
- Spanish language proficiency ideal, but not required
- Excellent organizational skills

Administration

- Complete online Volunteer Application process.
- Complete Confidential Information & Intellectual Property Agreement.
- Communicate with supervisor regarding attendance, in a timely manner, through email.
- All interns, regardless of department, should learn about operations and volunteer for a warehouse and a food distribution shift. This will give them a more well rounded view of the food bank's daily operations.
- Interns should attend a Speaker's Bureau training, so they are prepared to speak on behalf of the food bank.
- Briefly meet with all Hays County Food Bank employees to understand their role in the organization.
- If internship is for academic credit, it is the responsibility of the intern to ensure that they meet all the requirements (ex: hours) for their educational institution.

This position description does not list all the duties of the position. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this position description. Hays County Food Bank has the right to revise this position description at any time. The position description is not a contract for employment.

Intern Signature	Date:
	__/__/----
Supervisor Signature	Date:
	__/__/----

INTERNAL USE ONLY

Approved by:	Denise Blok
Date approved:	June 2017
Reviewed:	