

## Job Description

This is a suggested job description to be used as a guide for the principal and site supervisor at Save the Children's partner schools to recruit and hire a qualified Healthy Choices Coordinator to implement Healthy Choices in the afterschool program.

**Position Title:** Healthy Choices Coordinator

**Position Summary:** The Healthy Choices Coordinator is responsible for coordinating and implementing a structured physical activity and nutrition program called Healthy Choices within Save the Children's afterschool program.

**The scope of responsibilities include:**

- 1) managing the implementation of all aspects of Healthy Choices including daily scheduling, logistics, planning, equipment management, purchasing, and working effectively with other program staff including the site Program Coordinator and literacy tutors, if applicable;
- 2) providing hands-on guidance and practice to children about physical activity and healthy eating;
- 3) utilizing approved activities, including CATCH and Fitness Skillastics to implement daily 30-minute rotations of moderate-to-vigorous physical activity with all participating children;
- 4) conducting weekly 15-minute nutrition education lessons using the CATCH Healthy Habits & Nutrition Curriculum, and other approved lessons and materials;
- 5) collecting and entering data (e.g., children's attendance and participation, healthy snack data, daily Healthy Choices activities data, and optional child-level aerobic capacity and nutrition assessment data) in Save the Children's web-based system to monitor implementation of Healthy Choices;
- 6) facilitating additional programmatic activities for nutrition and physical activity (e.g., nutrition Word of the Week, family engagement activities and events, supporting school activities, etc.) as needed.

**Reports To:** Program Coordinator, District Site Supervisor

**Trained By:** Save the Children's Lead Associate

**Key Responsibilities**

- Manage all aspects of Healthy Choices by ensuring compliance with established guidelines and standards.
- Participate in all required Healthy Choices training sessions as provided by Save the Children, in-person and/or remotely, or via Save the Children's Learning & Knowledge Management platform.

- Guide and coordinate the implementation and monitoring of Healthy Choices and provide all children with moderate-to-vigorous physical activity and nutrition education lessons.
- Oversee the accurate monitoring of Healthy Choices by collecting and entering relevant program data (e.g., class attendance, snack, daily activities) in Save the Children's web-based system within designated time frames.
- Maintain access to a computer at the school partner site and check email correspondence **daily** to follow up in a timely manner with requested tasks and deadlines identified by Save the Children staff members.
- Coordinate, schedule, and monitor the operation and maintenance of the physical activity facility, and physical activity and nutrition equipment and materials utilized in Healthy Choices activities.
- Ensure daily snack is served in accordance with Save the Children's Healthy Snack Standards. Utilize best practices approach in ensuring child-friendly snack preparation and distribution.
- Plan, prepare and lead weekly nutrition education lessons as defined by Save the Children's nutrition themes and lesson guidelines; engage children in Nutrition Word of the Week discussion.
- Work effectively with other site staff, such as Program Coordinators and literacy tutors to integrate Healthy Choices activities into other programming, i.e. read alouds.
- Contribute Healthy Choices physical activity and nutrition information and resources to program bulletin board or resource areas for families.
- Disseminate educational and informational materials relevant to the Healthy Choices program activities.
- Participate in additional nutrition and physical activities in both the out-of-school and in-school time and facilitate meetings and special projects, as appropriate.
- Supervise volunteers engaged in Healthy Choices activities, as applicable.
- Perform other relevant assigned job-related duties, as needed.

### **Qualifications**

- High school diploma or GED and previous work experience implementing physical activity, nutrition and/or health programs.
- Experience working with elementary school-aged children in school-based programs.
- Strong interpersonal and communication skills with demonstrated capacity to be a team player.
- Demonstrated organizational and coordinating skills related to program implementation and monitoring.
- Flexible and adaptable to dynamic changes in the work environment.
- Ability to enforce safety procedures and maintain recreational equipment and facilities.
- Adequate computer skills and competency in using related software applications, including Microsoft Word, Excel, PowerPoint, and use of the Internet.

