



Director of Children's Programs Position Description

Supervisor: Executive Director, Live Healthy Appalachia

Live Healthy Appalachia is a 501(c)(3) nonprofit organization governed by a volunteer Board of Directors. The mission of Live Healthy Appalachia is to promote healthy eating and active living through educational programs and community partnerships.

General job description: The Director of Children's Programs manages development, implementation, and oversight of children's programs, including coordination of the Live Healthy Kids program as well as cooking and physical activity programs for children. Employee will also assist in planning and execution of Live Healthy Appalachia events.

Primary duties:

Live Healthy Kids programs (Approximately 60% of time):

- Overseeing the coordination and implementation of the 22-week Live Healthy Kids (LHK) program
- Supervising the AmeriCorps/COMCorps
- Updating and improving the LHK curriculum
- Securing program funding by writing grants, marketing the LHK program to other districts, writing an annual appeal, and securing payments from Athens county schools and other districts
- Coordinating and facilitating LHK trainings
- Analyzing LHK evaluation data and create an annual report
- Teaching Live Healthy Kids lessons as required

Other Children's Programs (Approximately 40% of time):

- Scheduling, coordinating, and facilitating children's nutrition education lessons with partner sites including summer camps, alternative schools, libraries, and after school programs
- Seeking new partnerships to increase programming opportunities
- Developing and coordinating additional children's health programming
- Maintaining a budget and grant reporting for Children's Programs
- Representing LHA at community events
- Building relationships with teachers, principals, superintendents, and other community partners
- Representing LHA by serving on related coalitions and committees in the community
- Assisting with the planning of LHA events
- Fundraising for Live Healthy Appalachia

Knowledge, skills, and abilities needed: Self-starter, independent, forward-thinker. Clear and effective communication skills, both verbal and written; experience with developing curriculum for school-age populations; public speaking skills; training and leadership skills; ability to coordinate multiple programs simultaneously; ability to operate and train others on the operation of Google Suite, Microsoft Office Suite, and various online platforms; strong relationship building skills; strong organization skills; a background in nutrition or public health is preferred but not required; experience with supervision of children is preferred.

Professional Qualifications: Bachelor's Degree or equivalent experience. Experience working with persons in a public or office setting. Valid Ohio driver's license. Must be able to lift 50 pounds.

Compensation and time commitment: Salary commensurate with experience. The work week will consist of 40 hours per week, depending on workload, including occasional night and weekend work.

Employee evaluation and probation: The coordinator will be evaluated annually by the Executive Director and will be subject to an initial probationary period of 120 days.

Salary range: \$32,000-\$36,000 commensurate with experience.

To apply send cover letter, resume and three references to heidi@livehealthyappalachia.org by Friday, April 9th at 5pm.