EFNEP/FNP Program Assistant I Job Description

Under general supervision, position assists in conducting Extension education programs in homes or community centers by extending information such as meal planning, money management, and nutrition to limited resource families with children.

Characteristic Duties and Responsibilities:

1. Prepares and presents lessons from a standardized curriculum to individuals or small groups.
2. Visits clientele within specifically identified audiences to involve them in individual or small group learning experiences.
3. Extends information through a variety of methods such as demonstrations, pamphlets, workshops, etc. to clientele within specifically identified audiences.
4. Maintains appropriate records of participants' progress and prepares reports.
5. Assists clientele by providing information on resources available in the community and making referrals.
6. Makes arrangements for meeting facilities, sets dates and times for classes, collects and organizes educational materials, and makes appointments with participants.
7. Participates in regular conferences and training as scheduled.
8. Recruits program participants and volunteers.

This position requires modeling of healthy diet and exercise behaviors.