

## FRESH GRANT COORDINATOR

*FLSA Status: Exempt*

### **GENERAL DEFINITION OF WORK:**

Supervises, coordinates, and provides instructional and logistical leadership, and planning/implementation for the FRESH Program.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Supervises and coordinates the FRESH Program.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Works with the FCPS leadership and FRESH Program staff to monitor, assess, and adjust program planning, development, goals, objectives, and measurements.
- Collaborates with program evaluation consultants and assessors to plan and implement outcome evaluations.
- Responsible for preparing progress reports and presentations to the School Board.
- Oversees all aspects of procuring and managing grant funding for program sustainability.
- Develops and coordinates the development of the annual budget for FRESH in conjunction with all necessary staff stakeholders.
- Works with community members and stakeholders to build partnerships between community organizations and FRESH, including internship opportunities and collaborative programming.
- Meets on a regular basis with the instructional supervisor for Science and Health & PE to assess the monitor program effectiveness and to report progress to school division leadership and the funding foundation.
- Supervises FRESH staff and provides ongoing professional development, leadership, guidance, and support for effective program implementation:
  - Coordinates, plans, and develops programming for Wellness Integration with the FRESH Integration Specialists to ensure that needed resources, materials, and instructional methodologies are provided for successful implementation.
  - Works with Nutrition Director and Nutrition Specialist to provide nutrition education, programming, and continuous improvement of the school nutrition program for FCPS.
- Provides oversight to school-based activities related to the FRESH Grant.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in strategic planning, program management, grants and grant writing, and curriculum/instruction preferred. Familiarity with and experience in program evaluation and budget development. Strong communication, interpersonal, and writing/speaking skills.

### **EDUCATION AND EXPERIENCE:**

Master's or Doctoral level degree in educational leadership, health and wellness related field, public planning, or public health preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.