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**Job Description**

**Title:** Part-Time Veggie RX Family Program Assistant

**Supervised By:**  Veggie RX Family Program Coordinator

**Salary:**$17 per hour at 25 hours per week

**Job Purpose:** Provide support to the Family Veggie RX Coordinator in planning, organizing, and implementing the Family Veggie RX program. Specifically, the planning and facilitating of the youth/child portion of the program during the 8-sessions of each family program implemented during the year. This includes utilizing the Veggie RX curriculum, organizing a relevant healthy and/or physical activity, and building a snack and/or appetizer with the children that correlates to the dinner and discussion being implemented with the parents. The goal is to work with 300 children and serve 4,000 meals during 2021 - 2022, beginning August 1, 2021.

**Qualifications**

**Demonstrated experience and training in youth development, family programs, and health-related programming.**

* Demonstrated experience with youth and family programs.
* Experience with recording information for participants in a database.
* Some basic group facilitation skills with children.
* Ability to do outreach and work with marketing on mediums/social media to reach BIPOC communities where we plan to implement the Family VRX program.
* Ability to write for newsletter articles, curriculum development, outreach flyers, and social media posts.
* Ability to comfortably use Microsoft Office and other basic computer functions.
* Passionate about working with BIPOC families and youth.
* Bilingual (Spanish) a plus.

**Responsibilities**

**Assist the Veggie RX Program Family Coordinator with Family VRX program implementation and assist with other items as needed.**

* Organize, facilitate, and coordinate the child portion of all Family VRX 8-week sessions.
* Work with Family VRX Coordinator to assist with incentives upon graduation and follow-up.
* Work closely with other Denver Inner City Parish programs to connect, recruit, and refer participants.
* Work with Family VRX Coordinator to ensure all evaluation and data base entry is accomplished for each participant.
* Maintain records and notes for each program session and assist with VRX program/curriculum development.
* Outreach to organizations, communities, and individuals for program recruitment.
* Assist in project coordination as assigned and attend staff meetings, team meetings, and other job related meetings.
* Other duties as assigned.

**Please email a cover letter, resume and references to** [**jason@dicp.org**](mailto:jason@dicp.org)