



Roles and Responsibilities

This page is intended for Nutrition Educators and Supervisors.

Nutrition Educator

Responsibilities include but are not limited to:

- Providing curriculum-specific training
- On-going support and communication to intern
- Providing coaching and best practices
- Ensuring "About My Class" form is signed and pre- and post- behavior checklists are administered and entered into WebNEERS in accordance with the sampling plan

Intern

Responsibilities include but are not limited to:

- Understanding the mission of EFNEP
- Completing paperwork required by UC ANR policy including: the UC ANR Volunteer Information form and the UC ANR Volunteer Self-Disclosure form
- Completing DOJ fingerprinting if over the age of 18 and working with or around youth
- Participating in curriculum-specific training and orientation
- Assisting Nutrition Educator with lesson preparation and implementation
- Assisting with administering pre- and post-behavior checklists (if applicable)

Nutrition Supervisor

Responsibilities include but are not limited to:

- Obtaining approval from the County Director prior to the intern start date
- Working with the county office manager (if appropriate) to coordinate logistics
- Working with the Advisor and UC ANR Administrative Contracts and Business Policies if an MOU is required
- Ensuring the intern understands program expectations
- Ensuring the required paperwork and fingerprinting are complete (if over the age of 18 and working with youth)
- Providing support and direct supervision to intern
- Conducting lesson observations to ensure curriculum fidelity
- Participating in conflict resolution and intern recognition