**Key Duty #1**

* + - * Teaches limited resource target audiences, according to specific program qualifications and guidelines, using pre- approved lessons and/or curricula while maintaining a professional demeanor and maintaining confidentiality at all times.
      * *Meets Standards:*

#### Teaches as outlined in the Nutrition Education Process Manual; exhibits an understanding of the cultural diversity within the audience/participants; teaches participants how to transmit the learning experiences to others in the family (when appropriate); total number of program adults seen over the past 12 months\_\_\_\_; number of new adults enrolled over the past 12 months\_\_\_\_\_; total number of adults that completed the program (graduates)\_\_\_\_; total number of adult groups seen over the past 12 months\_\_\_\_; total number of youth seen over the past 12 months\_\_\_\_; total number of youth groups seen over the past 12months\_\_\_\_\_; learned to teach \_\_\_\_number of new lessons over the past 12 months.

**Key Duty #2**

* + - * Accurately and neatly completes assigned paperwork in a timely fashion.
      * *Meets Standards*:

Maintains records as instructed; collects appropriate level of detail on diet recalls; collects pre- and post- data on participants as outlined in *The Nutrition Education Process Manual (NEPM);* turns in all reports/paperwork per supervisor's instructions; turns in success stories to supervisor (as appropriate).

**Key Duty #3**

* Maximizes collaboration among cooperating agency staff, select class participants, and volunteers.
* *Meets Standards:*

Identifies potential new site contacts and reports them to supervisors; attends a meeting at the proposed site and assists supervisor in completing a *Participating Partners Agreement* with the agency; discusses possible new contacts with representatives from existing sites; communicates with agency contacts on an on-going basis; talks to site representative(s) to see if they are satisfied with the progression of the class and to ensure that site’s needs are being met; scouts for potential new employees within classes, if supervisor indicates a need; markets need for volunteers to current site(s), as needed; exhibits a good working relationship with volunteers; communicates support needs to site contacts, as needed and appropriate; assists supervisor in giving recognition to groups/organizations who collaborate with the program.

**Key Duty #4**

* Other duties as assigned.
* Meet Standards:

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Community Assistant Name Supervisor Name and Project

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Community Assistant Signature Date Supervisor Signature Date