

POSITION DESCRIPTION

Class Title: Fit for Life Dietitian
Department: Parks and Recreation
Worker's Comp Group No. 054
Date: November 18, 2014

GENERAL PURPOSE

A Fit for Life Dietitian is responsible for program design, set-up, preparation and biweekly nutritional lectures for the Fit for Life, Senior Wellness and Youth Fitness Challenge programs which is grant funded by the Wythe-Bland Foundation in coordination with the Town of Wytheville Parks and Recreation.

SUPERVISION RECEIVED

Works under the general supervision of the Fit for Life Coordinator/Fitness Supervisor and Recreation Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creates and instructs biweekly nutritional lectures and presentations for participants on diet, nutrition and health education.
2. Creates and instructs nutritional lectures and presentations for monthly support group for Fit for Life and Senior Wellness Graduates.
3. Educates participants on the basics of good nutrition, healthy eating habits and nutritional monitoring to improve their overall quality of life and disease prevention.
4. Advises participants on nutritional principles, dietary plans, diet modifications, food selection and preparation.
5. Monitors and evaluates the health and dietary needs of Fit for Life, Senior Wellness and Youth Fitness Challenge participants.
6. Analyzes and evaluates weekly nutritional logs.
7. Meets with participants one-on-one to go over additional information on an as needed basis.
8. Attends quarterly Fit for Life Committee Meetings.
9. Maintains complete and accurate participant files and recordkeeping.
10. Helps maintain a clean, safe and pleasant environment.
11. Communicates any program problems, participants' concerns, or suggestions to the Fit for Life/Fitness Supervisor or Recreation Director.

12. Compiles reports to be submitted.

PERIPHERAL DUTIES

Performs other duties as assigned.

Expected Hours of Work: This Dietitian Position is a part time position. There are no benefits with this position. Days and hours of work can vary. Class times will be scheduled in advance, one-on-one counseling as needed and completion of evaluation of nutrition journals will be scheduled by the dietitian.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college with a degree in Food and Nutrition, Dietetics, Nutritional Sciences, Human Nutrition, or comparable.
- (B) Two years registered dietitian experience.
- (C) Or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of nutrition, education methods and techniques in this area of specialty.
- (B) The ability to work with individuals of all ages and different levels of nutritional experience.
- (C) Be a dynamic and engaging public speaker as Public Speaking and Seminar Delivery is a main component of this position.
- (D) Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- (E) Strong written, verbal, listening and communication skills.
- (F) Strong attention to detail and high level of organization with the proven ability to multi-task.
- (G) Microsoft suite proficiency.

SPECIAL REQUIREMENTS

First Aid, CPR, and AED certification. Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) by the Commission on Dietetic Registration.

TOOLS AND EQUIPMENT USED

Use of a telephone; occasional use of a copy machine, computer, laptop; use of specialized equipment related to the Fit for Life Programs; digital camera; DVD/TV; automobile, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to run, walk, sit, kick, jump and talk, see, and hear. The employee is frequently required to use hands to finger, handle, feel, throw and reach with hands and arms. Moderate physical exertion is present because of stooping and kneeling.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will generally experience comfortable working conditions.

The noise level in the work environment is moderately loud.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference checks for new applicants; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: November 18, 2014

Revised History: December 1, 2017