

**Northeast Minnesota Statewide Health Improvement Program
POSITION DESCRIPTION**

JOB TITLE: SHIP School Health Coordinator
LOCATION: Duluth, MN
SUPERVISOR: SHIP Regional Coordinator/ St. Louis County Public Health
FSLA STATUS: Exempt .6 FTE

JOB SUMMARY:

As part of the Northeast Minnesota Statewide Health Improvement Program (SHIP), the SHIP School Health Coordinator works collaboration with the school community to develop and implement comprehensive nutrition policies that will lead to better health. This position works directly in selected schools. The SHIP School Health Coordinator interfaces with other SHIP activities occurring in the local community and the northeastern Minnesota region. The SHIP School Health Coordinator serves as a role model for living a healthy lifestyle.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish effective working relationships with various constituencies who will assist in implementing SHIP interventions, i.e., school administrators, teachers, and staff; members of the school Wellness Committee; parents; students; community organizations and others in the community
2. Coordinate implementation of the Duluth Public Schools Nutrition Action Plan. Facilitate a process to periodically update the action plan when required.
3. Facilitate on-going meetings of the School Wellness Committee(s) to implement and monitor progress of SHIP interventions.
4. Employ strategies to develop and implement school nutrition policies related to healthy meals and snacks, classroom celebrations and incentives; fundraising; concessions, and vending; school gardens; and Farm-to-School initiatives.
5. Assist the school in applying for SHIP mini-grants and other funding entities for funds to implement interventions
6. Implement effectively communication tools to educate various constituencies on nutrition/ nutrition polices and keep them informed of SHIP activities.
7. Coordinate school events related to nutrition, such as Pirates of the Carrot Bean.
8. Provide professional development for school staff and others related to the SHIP interventions.
9. Coordinate efforts with other SHIP interventions in the community related active living, worksite wellness, tobacco-free post-secondary school campuses, and promotion of breast feeding.
10. Create community awareness of SHIP activities through the local media, newsletters, community events, and other available means.
11. Participate in developing evaluation plans for SHIP interventions. Collect data and produce reports for evaluation purposes.
12. Attend and actively participate in local, regional, state SHIP meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as apparent or assigned.

EMPLOYMENT STANDARDS:

Education and Experience:

- A Bachelors Degree in public policy, public health or a related field is required. 2-4 years experience preferred
- Required Knowledge, Skills & Abilities:
 - Knowledge of community health improvement practices,
 - Effective communication skills, including personal, written and public speaking skills
 - Self motivated, with an ability to work independently
 - Strong organizational skills
 - Evaluation skills, specifically the ability to collect data and prepare accurate reports
 - Proficient in basic computer skills specifically word processing and use of the internet
 - Works effectively as a team leader and coalition member
 - Maintains a healthy lifestyle
- Position requires use of employee furnished vehicle, valid driver's license, and auto insurance for local, regional, and in-state travel

WORK ENVIRONMENT:

Work is performed within a designated office space and in the school or the community. The SHIP School Health Coordinator drives his/her personal vehicle to school/community locations or meetings, and may get in and out of car many times a day. The SHIP School Health Coordinator must have the ability to do the following:

- Lift and carry 25 pounds 5 to 25 feet, lifts 25 pounds off the floor to a height of 18 inches, and 10 pounds above the shoulder
- Twist, bend forward, squat, crawl, climb 2 - 3 foot step and reaches above shoulder height
- Sit 30 - 60 minutes at a time in front of table or at a desk in front of computer, or while riding or driving a car
- Stand continuously 10 - 15 minutes in one position and 1 - 3 hours during meetings/events.

The SHIP School Health Coordinator is exposed to environmental changes of weather - snow and ice not cleared from driveways and sidewalks and could be exposed to communicable diseases and secondary cigarette smoke.

The SHIP School Health Coordinator works flexible hours including daytime, evenings and weekends as the work requires.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.