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## Job Description

**HCAT Name: \_Healthy Williamsburg Youth Collaborative\_**

Job Title: HWYC Coordinator

Status: Part-time: 20 hours/week Full-time: \_\_\_\_\_ hours/week

Location: Williamsburg, VA

Is this a volunteer position?

Pay Rate: 16.75/hour

\_\_\_\_\_ Yes  No

### Position Overview

The HWYC Coordinator position is a part time position that will work to support youth obesity prevention in the Greater Williamsburg community. The ideal candidate must love working with youth, have experience with successfully presenting programs and activities, must be willing to do gardening and physical fitness activities with youth, and have the capacity to effectively engage in a fast paced, fun environment.

### Job Functions (include percentage of time on each function/category)

- Will be responsible for convening the member agencies to form the Healthy Williamsburg Youth Collaborative (50%)
- Will conduct meetings every other month and serve as the coordinator for the collaborative.
- Will provide guidance and technical assistance to local afterschool and childcare facilities related to policy change.
- Will report to the HWYC on an every other month basis of programs, activities and events.
- Will oversee and coordinate the summer program efforts with the partner agencies.
- Will supervise all interns supporting the HWYC program implementation.

### Requirements (Knowledge, Education & Experience)

- Bachelor's Degree in Health Promotion, education, physical fitness, or nutrition; Masters preferred.
- Knowledge of youth and child development is highly important.
- Experience coordinating and planning youth activities.
- Experience in education and program development.
- Expertise in program evaluation is important.

**Other Skills/Abilities**

- Must be organized, have strong attention to detail, and ability to multi-task.
- Must ENJOY working with middle school aged youth!
- Must have a clean driving record, and background check.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the HCAT.

**Note:** All applicants please send resumés and any other important information to: [eellis@baconstreet.org](mailto:eellis@baconstreet.org)