



**DENVER INNER
CITY PARISH**

Job Description

Title: Veggie RX Program Assistant (Full-time)

Supervised By: Veggie RX Program Coordinator

Salary: \$41,600 Annually

Start: August 1, 2022

Job Purpose: Provide support to the Veggie RX Coordinator in planning, organizing, and implementing the 10-to-12-hour Veggie RX program. Specifically, the planning and facilitation of the youth portion of the program during the school year and summer. This includes utilizing the Veggie RX curriculum, organizing a relevant healthy and/or physical activity, and building a snack and/or appetizer with the children. There might be some parent/adult/senior groups to facilitate as well. We have a goal of working with 450 youth annually. For more information on the program go to www.dicp.org/vrx

Send resume and cover letter to jason@dicp.org

Qualifications

Demonstrated experience and training in youth development, family programs, and health-related programming.

- Experience with youth and family programs.
- Experience with recording information for participants in a database.
- Basic group facilitation skills with children and adults.
- Ability to do outreach and work with marketing on mediums/social media to reach BIPOC communities where we plan to implement the Family VRX program.
- Ability to write for newsletter articles, curriculum development, outreach flyers, and social media posts.
- Ability to use Microsoft Office and other basic computer functions.
- Passionate about working with BIPOC families and youth.
- Ability to drive with a good driving record.
- Bilingual (Spanish) a plus.

Responsibilities

Assist the Veggie RX Program Coordinator with VRX program implementation and assist with other items as needed.

- Organize, facilitate, and coordinate VRX sessions with Coordinator. There could be some adult groups as well.
- Work with the VRX Coordinator to assist with incentives upon graduation and follow-up.
- Work closely with other Denver Inner City Parish programs to connect, recruit, and refer participants.
- Work with the VRX Coordinator to ensure all evaluation and data base entry is accomplished for each participant.
- Maintain records and notes for each program session and assist with VRX program/curriculum development.
- Outreach to organizations, communities, and individuals for program recruitment.
- Assist in project coordination as assigned and attend staff meetings, team meetings, and other job-related meetings.
- Driving to and from each site where Veggie RX classes are held.
- Other duties as assigned, some weekends and nights depending on class schedules and events.