



JOB OPENING
5/6/2019

POSITION TITLE: Nutrition Educator - Vetri Cooking Lab
PRIMARY LOCATION: VCP Office, 211 N. 13th Street, Suite 303, Philadelphia PA 19107; Additional locations as required
REPORTS TO: Vetri Cooking Lab Program Manager
DEPARTMENT: Education
STATUS: Part-Time Non-Exempt, Seasonal, up to 20 hours per week

POSITION SUMMARY

Vetri Community Partnership (VCP) is a 501(c)3 organization that empowers children, families and communities through fresh food, hands-on experiences and education. The organization currently facilitates culinary-education and nutrition-education programs in approximately 90 locations in Philadelphia and Camden, N.J.

Vetri Cooking Lab, a STEAM-focused, out-of-school time cooking program, teaches 4th graders and up to become educated food consumers who make informed choices about the food they put in their bodies. Participants will learn about whole vs. processed foods, reading and understanding nutrition labels, food culture, and how to cook tasty, delicious, and inexpensive dishes. Vetri Cooking Lab semesters provide ten 2-hour sessions, which use the kitchen as a classroom for hands-on cooking instruction, nutrition and culinary education training with science, math, literacy, and cultural highlights, a hearty tasting of the lesson's featured recipe(s), and take-home recipe books to share with family and friends.

VCP seeks a dedicated Educator to serve as a seasonal employee working directly with students and community partners.

This position requires that the hired Educator complete three necessary clearances: PA Criminal Background, Child Abuse Background Check, and FBI Fingerprinting. Educator must be able to lift approximately 35 pounds, and stand or walk for extended periods of time.

SPECIFIC RESPONSIBILITIES

- Instruct 1 to 3 classes per week, including two hours of in-class time and up to 5 hours of out-of-class time per session
- Shop for groceries prior to each class; company credit card provided
- Prepare educational materials for lessons, as necessary
- Study the curriculum and resources to expand subject knowledge and conduct extra research, as necessary
- Submit reports including attendance numbers and class summary after each session



VETRI COMMUNITY PARTNERSHIP

EAT. EDUCATE. EMPOWER.

- Attend mandatory meetings in Center City, Philadelphia including training, mid-semester check-ins, and semester wrap-ups
- Communicate effectively with VCP Program Manager and VCP Site Coordinator regarding scheduling, assignments, challenges and concerns
- Communicate effectively with on-site liaisons regarding student permission slips, class scheduling, site or classroom needs

WORK EXPERIENCE & SKILL REQUIREMENTS

- Interest in mentoring and teaching students to make informed choices regarding the food that they eat
- Ability to manage a classroom of 15 students
- Engaging personality to keep students interested
- Motivation and a passion for our mission and a willingness to positively represent our organization
- Interest in, and passion for, working with students from underserved neighborhoods
- Basic knowledge of curriculum subject matter with a curiosity to continue learning about food, cooking, and related topics
- Confidence in the kitchen with a knowledge of basic cooking techniques, an ability to follow a recipe, and appropriate knife skills.
- Great communication skills including timely email responses and an ability to work with site liaisons and individuals from diverse backgrounds
- Commitment to be at every class session, arrive prepared, and with ample time to set up
- Entrepreneurial spirit and willingness to help us continue to develop an effective program
- Reliable transportation with the ability to acquire groceries and travel to class sessions

BENEFITS

- Hourly rate starting at \$18.00
- 1 hour of PTO for each 40 hours worked
- \$75.00 travel stipend per completed 10-lesson semester

APPLICATION PROCESS

- Complete the [Employment Application](#) on the following page. The PDF application can be filled out electronically or hand-written after printing.
- Email your resume, cover letter and completed application to HR@vetricommunity.org. Attached PDF or Word docs are preferred.

Vetri Community Partnership is an Equal Opportunity Employer. For more information visit vetricommunity.org.



Employment Application

To submit your application, email your resume, cover letter, and completed application to HR@vetricommunity.org.

PERSONAL INFORMATION

First Name

Last Name

Email Address

Phone Number

Street Address

City

State

Zip
Code

Are you 18 years of
age or older?

Yes

No

Are you authorized
to work in the U.S.?

Yes

No

*If applying for a
Mobile Teaching
Kitchen position:

Do you have a valid
drivers' license?

Yes

No

APPLICATION INFORMATION

Which position are you applying for?

What is your desired rate of pay?

How did you learn about this opening?

What is your availability?

Weekdays

Weekends

Evenings

Have you previously applied to work for
VCP?

Yes

No

If yes, which position?

WORK EXPERIENCE

Please list previous employment, beginning with your most recent position. If necessary, please include additional employers on an attached resume.

Employer		Employer City and State
Position(s) Held		Dates worked (mm/yyyy - mm/yyyy)
Supervisor Name	Supervisor Title	Supervisor Contact Information
May we contact this employer?	If no, why not?	Reason for Leaving
Yes		
No		

Employer		Employer City and State
Position(s) Held		Dates worked (mm/yyyy - mm/yyyy)
Supervisor Name	Supervisor Title	Supervisor Contact Information
May we contact this employer?	If no, why not?	Reason for Leaving
Yes		
No		

Employer		Employer City and State
Position(s) Held		Dates worked (mm/yyyy - mm/yyyy)
Supervisor Name	Supervisor Title	Supervisor Contact Information
May we contact this employer?	If no, why not?	Reason for Leaving
Yes		
No		

EDUCATION AND SKILLS

Highest level of education completed:

Most recent school attended:

Degree(s) or main courses of study:

Please rate your proficiency in using the following programs:

	Advanced	Proficient	Basic Understanding	No Experience	Not Relevant for Position
Microsoft Word					
Microsoft Excel					
Microsoft Outlook					
Microsoft SharePoint					
Adobe Photoshop					
Adobe InDesign					
Adobe Illustrator					
Salsa / Donor Pro					
Intuit QuickBooks					

Additional technical skills:

Other experience relevant to position:

PROFESSIONAL REFERENCES

Full Name

Company and Title

Email Address

Phone

Full Name

Company and Title

Email Address

Phone

Full Name

Company and Title

Email Address

Phone

AUTHORIZATION AND ACKNOWLEDGEMENTS

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Candidate Signature

Date