

Local Agency Staff Requirements**Nutrition Education Coordinator****PURPOSE**

To define the role and responsibility of the Nutrition Education Coordinator

POLICY

Each local agency (LA) shall designate a Registered Dietitian (RD) as the Nutrition Education Coordinator to oversee all nutrition education activities. A non-RD nutrition professional may be designated as the Nutrition Education Coordinator only if the WIC Director is an RD.

The name and contact information shall be submitted to the State Agency (SA) for inclusion in the Local Agency directory.

I. Required Procedures

- A. Contact your regional staff for approval if the professional you want to use for this position is not in accordance with the policy statement stated above.
- B. The Nutrition Education Coordinator shall oversee:
 - 1. the development of the Nutrition Services Plan (NSP) including the annual updates to the SA and the submission of any needed changes in the nutrition education portions of the NSP;
 - 2. the delivery of nutrition education by ensuring that every site has all needed lesson plans, nutrition education protocols, and educational supplies; and
 - 3. the coordination of staff training on nutrition education content and methodologies with the LA Training Coordinator, if the agency has one.
- C. The Nutrition Education Coordinator, in collaboration with the LA Training Coordinator if the agency has one, shall coordinate the nutrition education activities and quality assurance (QA) plans including the:
 - 1. delivery by staff of accurate and effective education using creative and interactive methodologies;
 - 2. observation of individual and group sessions for accurate and appropriate delivery of effective education; and
 - 3. evaluation of participant feedback on nutrition education and make any necessary changes based on participant feedback.

Authority

7CFR246.2, 246.11; 22 CCR 40621

WIC Nutrition Services Standards: Standards 1, 2 and 3