

FRESH

POSITION DESCRIPTION: VICE PRESIDENT ASSISTANT FRESH EDUCATION

Duties/Responsibilities pertaining to the VP Assistant FRESH ED include, but are not limited to:

- Organize training at orientation to teach Executive Team and Peer Educators how to deliver cooking demonstrations, including basic public speaking pointers (some role-playing may be helpful during this session).
- Identify professional development/training opportunities for Peer Educators to assist with relevant skill development.

Duties/Responsibilities pertaining to requested FRESH ED sessions include, but are not limited to:

- Determine if session should include an interactive component (i.e., smoothies, parfaits, plinko game) and contact the appropriate person(s).
- Confirm suitable date and time with session organizer(s).
- Confirm booking of room, equipment, food and ingredients.
- Communicate closely with person requesting FRESH ED session to determine preferred date(s), time(s), topics of interest, room booking, equipment, food and ingredients.
- Copy VP FRESH ED on all communications.
- Create event card in Trello once event details have been confirmed including date, time, event requestor contact, number of PEs and Exec needed.
- Determine what materials will be needed (including FRESH ED display board, prizes, handouts), organize printing if necessary, and make arrangements to have resources dropped off to the organizer(s).
- Determine topics for specific presentations and round table events. Communicate with VP Resource Development concerning resource and presentation development.
- Communicate with Faculty Advisors to get approval for resources developed by PEs.
- Recruit PEs and an Executive Member for all events, taking into account status of Food Handler's Certification.
- Confirm events with organizers and send reminder emails to all PEs and Execs involved (including special instructions and appropriate attire).
- Track all scheduled FRESH ED events in Trello.
- This position is a 2-year commitment with the expectation of becoming VP FRESH ED in the 2020-2021 academic year.

Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:

- Attend all FRESH Executive and Peer Educator meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive Members, and Peer Educators in a timely, respectful manner.
- Participate in FRESH ED events.

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- Report PE volunteer hours to the VP Administration in December and April.
- Maintain confidentiality of specific aspects of the program's activities.
- Demonstrate:
 - Excellent organizational and leadership skills
 - Advanced communication and interpersonal skills
 - Commitment to the success of the FRESH program and its activities
 - Professionalism
- Support FRESH program by promoting and participating in FRESH ED presentations, social media promotions, and any other FRESH activities.

I have read and understood the position description:

Print Full Name

Signature

Date