

Position: Youth Development Professional – Nutrition & Food Focus

Job Duties

1. Youth Development Programming with a Cooking Emphasis

- Design, plan, and lead engaging programs for Club members in fourth through eighth grade, including a Power .5 group, with a strong focus on hands-on cooking projects.
- Use cooking activities as meaningful learning experiences that build healthy habits, life skills and teamwork.
- Purchase food and other supplies efficiently and within approved budgets.
- Build and maintain positive relationships with youth and parents/guardians, including communication about member growth and behavior.
- Support a culture of safety and compliance with Vermont childcare licensing requirements, Boys & Girls Clubs of America membership standards, and other applicable laws and policies.
- Other general responsibilities of a Youth Development Professional, as needed.

2. Food Preparation & Program Support

- Use planning time to prepare food items that supplement daily snack and/or dinner offerings for Oak Street programming.
- Help plan and prepare food to support efficient inventory use and responsible food management, making best use of available resources.

3. Food Program Management (CACFP)

- Manage the Child and Adult Care Food Program (CACFP), serving as the primary point of contact with the Burlington School District.
- Pick up and deliver food. Ensure proper handling, storage, and distribution in compliance with CACFP and food safety requirements.
- Complete, maintain, and submit all required CACFP documentation accurately and on time.
- Coordinate with internal staff and external partners to ensure smooth operations.

4. General Professional Responsibilities

- Nurture and build relationships with community partners, including but not limited to the Burlington School District.
- Maintain required data and documentation for internal use, grant funders, and external partners.
- Duties may vary during summer programming but will generally remain consistent with this role

Desired Qualifications

- College degree or completion of Vermont State Child Care Licensing requirements for “Program Staff” within the first year of employment.
- Experience working with youth in a group setting, ideally with grades 4 through 8.
- Demonstrated success using trauma-informed practices in youth behavior management.
- Commitment to youth development principles and fostering a safe, inclusive, and engaging environment.
- Experience with food preparation, cooking with groups, or nutrition-related programming; comfort leading hands-on cooking activities with children.
- Ability to manage food purchasing and basic inventory within budget.
- Ability to complete required paperwork accurately and on time; experience with CACFP or similar programs preferred.
- Strong organizational, communication, and relationship-building skills with youth, families, and community partners.
- Proficiency with technology to efficiently manage administrative and reporting processes.
- Ability and willingness to follow food safety practices and all applicable health, licensing, and safety regulations.
- Willingness to successfully complete required trainings, background checks, and certifications, including CPR/AED and food safety certifications.
- Ability to lift and transport food items and supplies as needed.
- Experience - lived, professional, or otherwise - working with individuals from diverse racial, ethnic, and socioeconomic backgrounds, including those who identify as LGBTQ+ or are first in their family to attend college.

The Position

- Days/Hours:
 - School year, Monday through Friday, 10:00 am – 6:00 pm
 - Summer camp, Monday through Friday, 8:00 am – 4:00 pm (or 9:00 am to 5:00 pm)
 - Occasional weekends or evenings, as necessary
- Full time (40 hours a week), 100% in person
- Reports to: Program Director, Oak Street Program Director, Grades 4 - 8