

Setebaid Services,[®] Inc.

HEAD DIETITIAN

Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The Head Dietitian will work to improve optimal nutritional care for campers, improve the dietary skills of campers and to ensure a high quality food service for campers at one of the organization's youth programs, a camp for children and/or teens with diabetes, always working within the policies and budget set by Setebaid Services,[®] Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary), position.

QUALIFICATIONS

- Registered Dietitian.
- Previous experience with children with diabetes.
- Readiness and ability to adapt to camp work situation.
- Interest and ability to inspire confidence in children.
- Knowledge of kitchen sanitary/safety requirements and procedures.
- Ability to delegate responsibility and organize time.

RESPONSIBLE TO Medical Director and Health Services Administrator

RESPONSIBILITIES

1. Participate in pre-camp training.
2. Comply with personnel policies for seasonal camp staff.
3. Interview, select, hire and if necessary, fire camp dietary personnel.
4. Develop menus.
5. Develop food donation list.
6. Work with Health Services Administrator to meet individual campers' dietary needs using information from medical/dietary forms.
7. Maintain ACA standards for Food Service in conjunction with rental site Food Services personnel.
8. Work closely with Medical Director and Health Services Administrator to ensure that nutritional requirements for various activity levels are met.
9. Supervise nutrition education sessions.
10. Arrange for sample meal pattern for campers and dining room education materials.
11. Provide food substitutions as necessary.
12. Develop relationships with universities and dietary training facilities to train new students at our diabetes camps.
13. Recruit and supervise student dietitians and interns.
14. Coordinate meals with rental site Food Services personnel.
15. Coordinate the Summer Food Service Program (SFSP) at camp.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct office activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, and to Committee meetings.
3. Ability to work on a Personal Computer and the ability to learn new programs as required.
4. Available during the camp/program 24 hours per day and as necessary for Committee Meetings.

C. Environmental Conditions:

1. Work will be conducted from a home office and at the camp/program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the camp/program site, to develop relationships with universities and healthcare institutions for student dietitian interns, and to the Committee meetings and other places as necessary. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.