

CBH Ambassador Role Statement Responsibilities:

- Work with a positive attitude, including interaction with supervisor, county team, state office, colleagues and general public.
- Recruit clientele for program participation through personal contact, advertising in public areas, brochures, local media, social media and Department of Workforce Service (DWS) client list.
- Not disclosing individuals and families reached by the program.
- Plan and coordinate with USU, DWS, WIC (Women, Infants and Children), Local Department of Health, Senior Centers, Head Start, Title 1 schools with 50% eligible for free/reduced lunch, church auxiliaries and other government and community organizations and agencies.
- Request referrals, set up opportunities to teach at agencies, provide information on upcoming classes, and network with other agencies to build local partnerships.
- Plan 3-6 program activities per 20-hour work week, depending on county circumstances and programming needs. (Prorate based on number of hours allocated). Keep google calendar(s) up-to-date with class/programming and other information requested by supervisors.
- Be aware of, and familiarize clients with available community resources, specifically DWS, WIC, local food banks and food pantries and Extension programs.
- Facilitate indirect education through booths and workshops for public events such as farmer's markets where SNAP is accepted, online social media, county fairs, 4-H, churches and other organizations. Prioritize locations to best meet the SNAP-Ed target population.
- Participate in PSE work and report to the state office.
- Accurately collect and report evaluation data to the CBH SNAP-Ed, state office through the PEARS reporting system, in a timely fashion.
- Participate twice a month in statewide Zoom staff meetings on the 1st and 3rd Mondays at 10am, attend county planning and staff meetings, and participate in CBH in-service through Zoom on the 4 th Wednesday of each month.
- Attend CBH regional trainings and CBH annual conference. As well as, participate with CBH trainers to conduct observations and individual training sessions and team-teaching opportunities.
- Submit purchase card receipts and accompanying documentation to supervisor or submit into service now within a week of purchase.
- Accurately submit travel and work hours in a timely manner.
- As requested, participate in social marketing campaigns and support statewide social marketing efforts.
- Understand policies and procedures and be willing to follow USDA, USU, and CBH guidelines. Follow code of conduct required by DWS. Keep confidential information confidential.
- Keep trainings and certificates current.

Annual self-assessment report (January 1 – December 31, 2020)

Name:

Date of hire:

Current Supervisor:

Relative weight assigned to domains of responsibility

How many hours are you allocated to work for 2020 FY (to gather this your supervisor can review the budget email sent to them in September or reach out to Amalia)

% Adult Direct Education:

% Youth Direct Education:

% Social Media:

% PSE:

% Training/Meetings:

% Indirect Education (not including social media)

% Reporting:

Provide a brief description of your professional accomplishments, organized by domains of your responsibility (expand this section as necessary):

Adult Direct Education

Youth Direct Education

Social Media

PSE

Indirect Education (not including social media)

Favorite Highlight from 2020 out of PEARS?

Attach your SNAP-Ed Highlight report from PEARS. (Directions: Go into PEARS, Analyze, Impact Dashboards, Filter (reporting periods October 2019-September 2020, Name as the User) *Go to File on browser, print as a PDF to attach to your report.

Repeat above for 2021 (October 1, 2020-current). Please see last page to repeat.

With the knowledge that work for SNAP-Ed has changed and will continue to change, are you ready to get back to work at your regular allocated hours to meet programming expectations and need?

Yes _____

No _____ If no, please explain why

What am I doing well to meet my job duties? What are the three most important job duties this year and how am I meeting those requirements? Am I currently meeting my deadlines? Are there any skills I need?

CBH Performance Goals:

What opportunities do you anticipate in 2021?

What are your professional goals for 2021?

Supervisor Feedback (please share insights on how the employee is performing as per role statement and above targets? Signed Role statements are in your CBH county box folders, the website is for a generic role statement (https://extension.usu.edu/fscreate/ou-files/2020-22-staff/Role_Statement_2021.pdf)

Annual self-assessment report (October 2020 – Current)

Relative weight assigned to domains of responsibility

How many hours are you allocated to work for 2021 FY (to gather this your supervisor can review the budget email sent to them in September or reach out to Amalia)

% Adult Direct Education:

% Youth Direct Education:

% Social Media:

% PSE:

% Training/Meetings:

% Indirect Education (not including social media):

% Reporting:

Provide a brief description of your professional accomplishments, organized by domains of your responsibility (expand this section as necessary):

Adult Direct Education

Youth Direct Education

Social Media

PSE

Indirect Education (not including social media)

Favorite Highlight from 2020 out of PEARS?

Attach your SNAP-Ed Highlight report from PEARS. (Directions: Go into PEARS, Analyze, Impact Dashboards, Filter (reporting periods October 2019-September 2020, Name as the User) *Go to File on browser, print as a PDF to attach to your report.