



Position Description: Part-Time Nutrition Coordinator

Organization: Youth Go

Position Type: Part-Time hours typically from 2:30-7:30 Monday-Friday. There will be several Fridays per month where hours will be flexible. The position is expected to work between 25-28 hours per week on average. There will be limited additional hours available during our fundraising and special events.

Reports To: Executive Director

Position Overview

Youth Go is seeking a compassionate, creative, and organized **Nutrition Coordinator** to lead our kitchen and food programs. This role is about much more than just preparing meals; it's about fostering a welcoming environment where youth feel seen, nourished, and inspired. If you genuinely **love working with a diverse group of participants and staff**, thrive on **creative menu planning** on a budget, and have a solid foundation in **kitchen management**, we are looking for you!

Key Responsibilities

- **Kitchen Management & Safety:** Maintain a clean, organized, and fully compliant kitchen space. Oversee food inventory, ordering, and safe storage.
- **Creative Meal & Snack Planning:** Design and prepare daily nutritious, kid-friendly, and cost-effective meals/snacks.
- **Youth Engagement:** Facilitate basic, hands-on cooking activities or educational programming that creates meaningful opportunities for our participants to learn more about cooking and build connections with a trusted adult.
- **Budgeting & Reporting:** Manage the food program budget efficiently, tracking expenses and maintaining required documentation for grants or food program reimbursements.
- **Partner Management and Expansion:** Youth Go relies upon our relationships with our generous community of donors, funders and volunteers. This person will be responsible for establishing, maintaining and growing our support network.
- **Center Support:** Provide back up center based support with school pick ups or fill in when we need extra adults in the center. This will be a limited duty.

Qualifications & Requirements

- **Kitchen Leadership Experience:** Demonstrated experience in kitchen management, food preparation for groups, and strong knowledge of food safety/sanitation standards (ServSafe certification is a major plus).
- **A Heart for Youth:** A proven passion for working with children and teens. Patience, empathy, and excellent communication skills with youth from diverse backgrounds are absolute musts.
- **Creativity:** Ability to think outside of the box to turn standard pantry staples into meals that our participants will eat while also encouraging new food choices.
- **Reliability & Independence:** Strong organizational skills with the ability to manage kitchen operations independently during your shift.
- **Leadership:** This new position will require the ideal candidate to help us adapt and design processes and procedures as we go.

What We Offer

- A supportive, community-driven, and deeply rewarding work environment.
- A committed, radically inclusive team of colleagues.
- The chance to make a tangible, daily impact on the lives of local youth.
- Flexible part-time hours.
- Paid time off including vacation and 11 paid holidays per year.
- Pay range for this position is \$17.00-\$19.00 per hour.

How to Apply

If you are ready to bring your kitchen skills and love for youth to Youth Go, please submit your cover letter, resume and a brief summary of why you'd be a perfect fit. All materials are due by July 20th, 2026 at 5:00PM.

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Youth Go is an equal opportunity employer and we value diversity at our agency. We do not discriminate on the basis of race, religion, color, national origin, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.