# Personnel Worksheet

**Directions:** List the personnel required for the implementation of your health education program. Create a brief job description for each respective job role and identify the qualifications needed to fill this job role. Note that volunteers, when necessary, should also be included.

**Note:** Be sure to include the salary associated with these job roles and then match the salaries identified in the budget worksheet. Not all respective rows for each job role will need to be completed. Only identify the personnel needed for your specific health education program.

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| **Job Role** | **Job Description** | **Qualifications** | **Salary(monthly)** |
| Program Manager | * [Planning](https://www.finance-ni.gov.uk/articles/programme-and-project-planning) and designing the program * Overall organization and coordination of the program * Oversee the overall progress of the operations * Deciding on the suitable objectives and strategies * Assess the program aim and performance to maximize the outcomes | * Thorough understanding of program management methods and techniques * Excellent leadership and organizational skills * Experience in managing staff in different fields and levels * Experience in developing efficient strategies and tactics * Excellent skills in MS Office and program management software | $2,500 |
| Team Leader | * Supervision of the overall program performance * Coordination of different activities in the program * Communication of clear instructions to the team members * Management of the day to day operations in the program * Creation of daily, weekly, monthly, and annual reports on the progress of the program * Development of strategies to be used to attain the goals of the program | * Team leadership experience in a health related program * Excellent leadership skills * Excellent communication skills * Experience in training staff * Customer service skills | $1,500 |
| Adult/ Community Educators | * Promote, maintain, and improve healthy feeding habits among the parents and in the community * Offer advice on the various activities that parents should advice children to maintain * Administration of fiscal resources for the education program * Evaluation of programs designed to encourage parents to maintain healthy feeding and lifestyles for children * Facilitation of session as per the program guidelines * Admittance of new and re-enrolling community members for the program | * Qualified public health/community health educator/ health promotion * Experience in community service * Excellent people skills * Excellent coordination skills * Highly organized * Excellent communication skills * Experience in community training programs | $1,000 |
| Child/student Educators | * Promote, maintain, and improve healthy feeding habits among the children * Offer advice on the various activities that children should maintain to remain healthy * Administration of fiscal resources for the education program * Evaluation of programs designed to encourage children to maintain healthy feeding and lifestyles * Facilitation of session as per the program guidelines * Admittance of new and re-enrolling children into the program | * Qualified public health/community health educator/ health promotion * Experience in community service * Excellent people skills * Excellent coordination skills * Highly organized * Excellent communication skills * Experience in community training programs * Experience in teaching and handling children in various programs | $1,000 |
| Teacher Educators | * Promote, maintain, and improve healthy feeding habits among the teachers * Offer advice on the various activities that teachers should advice students to maintain * Administration of fiscal resources for the education program * Evaluation of programs designed to encourage teachers to maintain healthy feeding and lifestyles for students in school * Facilitation of session as per the program guidelines * Admittance of new and re-enrolling teachers into the program | * Qualified public health/community health educator/ health promotion * Experience in community service * Excellent people skills * Excellent coordination skills * Highly organized * Excellent communication skills * Experience in community training programs | $1,000 |
| Volunteers | * Collection and analysis of data on the program participation * Assisting the educators where called upon * Exploration of difficulties experienced in accessing the reaching sessions and liaising with the team leader to improve on the quality * Liaising with the team leader and educators to ensure that the program runs smoothly | * Excellent communication skills * Excellent people skills * Must be 18 years and above * Experience in data collection and analysis * Decision making skills * Proficiency in MS Office and Data analysis software | $500 |
| Drivers | * Driving the Program Manager and team leader to the various sessions in the different locations for inspection * Transportation of the educators and volunteers to the different locations * Transportation of material to and fro different locations as advised by the team leader | * Valid driving license * Experience in working in community based programs * Experience in driving medium capacity vehicles * Strong and energetic * Knowledgeable on the basic mechanical handling of vehicles | $800 |
| Fitness Instructor | * Supervise the fitness and exercise programs * Advice the program manager and educators on any issues related to proper fitness and exercise * Lead, instruct, and motivate individuals or groups in exercise activities * develop exercise routines for individuals, groups, schools and families as needed | * Certified physical instructor with related experience/qualification * Excellent communication skills * Excellent people skills * Ability to develop innovative exercise routines * Knowledge in a variety of exercise programs | $1500 |
| Nutritionist | * Supervise the Health & Nutrition programs * Generate proper healthy feeding programs for schools, individuals and families as needed | * A certified nutritionist or with related experience * Excellent communication skills * Excellent people skills * Ability to come up with health plans and educating people about food * Wide knowledge in a variety of foods. * Evaluation of a client's nutritional needs |  |