

# **Cornell Cooperative Extension of Jefferson County Volunteer Position Description**

**Title: Workshop Presenter** *(for those who are CCE volunteers; this does not apply to those who are volunteers or staff for another organization)*

**Purpose of Position:** To lead participants in learning knowledge, building skills, or developing competencies that support Nutrition and Health Programming.

## **Responsibilities:**

- Meet with designated Extension staff member to determine details related to the workshop: objectives, target audience, content parameters, location of the workshop, schedule (date, time, duration), registration and fees, etc.
- Coordinate with Extension staff member scheduling the event: location, date, time and duration, registration
- Secure the workshop list from the CCE office (when there is prior registration)
- Ensure promotion of the workshop through newsletter, website, etc. at least 2 months prior to event (may be done by presenter or handled by others).
- Prepare and deliver a workshop presentation in alignment with the intended objectives and within the identified time period.
- Facilitate a workshop that encourages appropriate audience participation.
- Create, assemble, and offer activities, illustrations, resources, and/or handouts as appropriate for a variety of learning styles.
- Ensure that attendance is taken and reported to the appropriate Extension staff member.
- Develop/set ground rules for audience members.
- Notify the designated Extension staff member and/or event coordinator of any incidents or unusual happenings.
- Utilize research based best practices related to information provided and demonstrations presented.
- Follow food safety guidelines for all food related teaching – including food preservation.

## **Expected Results:**

- Workshop attendees will achieve the identified objectives.
- Workshop attendees will enjoy the educational experience.
- The Nutrition and Health Program will be strengthened.
- Adults and/or youth participants will have positive interactions.

## **Training and Support:**

- Job Description
- Volunteer Orientation (required)
- Extension Educator (and, if applicable, the event coordinator) who oversees this event
- Nutrition resources and program resources from Cornell and other land-grant universities
- A designated Extension Educator supervises this position
- Access to digital projector and other presentation equipment (including canning and cooking supplies) when coordinated in advance with the CCE office

## **Reporting:**

- Volunteer Log at Event (noting name, date of service, and hours of service) to record your time and any other workers who assisted
- Attendance record for the workshop returned to staff member/event coordinator

**Time Commitment:** In addition to the workshop deliver, set-up, and takedown on the day of the event, time required for workshop preparation will be dependent on past experience with delivery of the information. Prior meeting with the educator and volunteer orientation will take approximately 2 hours. There is an opportunity for short-term (1 class) and long-term (multiple classes) commitments.

**Level of Background screening required (check those that apply):**

- Interview
- Reference Check
- Criminal Background Check
- Motor Vehicle Record (MVR) Check

**Qualifications:**

- Is knowledgeable of the Cornell Cooperative Extension mission
- Has an interest in learning more about CCE and CCE’s nutrition and health program
- For Food Preservation Classes – has successfully completed a Master Canner/Food Preservation training
- Is effective in teaching the target audience and those with a diversity of learning styles
- Shows respect and acceptance of diverse individuals
- Is effective in communication, organization and interpersonal skills
- Dependable
- Skilled in time management
- Can handle unpredictable circumstances in appropriate ways; has good critical thinking skills

**Benefits:**

- Enhance personal communication and leadership skills
- Enhance time management
- Derive satisfaction from helping diverse individuals to reach goals
- Derive satisfaction in seeing others learn knowledge, build skills, and/or develop competencies
- Opportunity for training and resume building
- Increased understanding of nutrition and health concepts

**Salary:**

Unsalaries; this position does not imply employment with Cornell University or Cornell Cooperative Extension

**Mentor/Supervising Professional:**

Name:  
Title:  
Address:  
Phone:  
Fax:  
Email:

*“I have read, understand, and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religions, disability, or national origin in educational experiences in cooperation with other Extension volunteers and Extension personnel. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”*

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Signature of Volunteer

Date

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Signature of Extension Professional

Date