

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent: Open Position

Date Written/Revised: October 2017

CCE Classification Job Title: Association Temporary Camp Program Director

Position #: TBD

Working Title (if different): 4-H Camp Wabasso Waterfront Coordinator

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: TBD, Association Temporary Camp Director
(4-H Camp Wabasso Assistant Director)

Position(s) Supervised / Direct Reports: 4-H Camp Wabasso Waterfront Counselors – Lifeguards

Volunteer Supervision: Yes No (If the answer is Yes, please indicate number of volunteers supervised.)

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the Waterfront Coordinator for 4-H Camp Wabasso, a residential summer camp owned and operated by Cornell Cooperative Extension Association of Jefferson County, located in Redwood, New York. The primary responsibilities of this position will include, but not be limited to: overseeing and coordinating 4-H Camp Wabasso's waterfront and swimming activities, and maintaining the standards that lead to a quality program. This position will identify and meet camper needs, and will operate waterfront programs in compliance with the American Red Cross requirements for water safety. This position accepts and performs all position duties outlines in this position description, and performs other duties and responsibilities as assigned and deemed appropriate by the 4-H Camp Wabasso Director and/or Camp Manager. (*NOTE: This position does not include cabin responsibilities.*)

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems, knowledge, etc.

- Must be 21 years of age and have a minimum of three (3) years of lifeguarding experience.
- Must have Lifeguard Supervision and management Certification.
- Must have current cardiopulmonary resuscitation (CPR) and First Aid certifications (will assist with re-certifications if necessary).
- Must have current Water Safety Instructor and Lifeguarding Certifications (will assist with re-certifications if necessary).
- Must have training and experience in waterfront activities and management.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Desire, ability and willingness to work and live in a camp community and to reside at 4-H Camp Wabasso, Redwood, NY (including overnights) the entire time 4-H Camp is in session.
- Must be able to meet the travel requirements of the position.
- Ability to work flexible hours which will include evenings and weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Demonstrated ability to schedule and supervise staff.
- Demonstrated ability and desire to work with children and young adults outdoors.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.

Reviewed and approved by SBN HR Lead – 10-31-2017 – tls

SUBJECT MATTER/BACKGROUND:

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|---|---|---|
| <input type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Grant/Contract |
| <input type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Finance | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Community and Economic Vitality | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. If the section does not apply to this specific position, leave it blank. Estimate of percent will vary based on the needs and changing priorities of the position. Approximate percent of time will be annualized in 5% increments.)*

Program Responsibilities:

Job Duties <i>(Development, Delivery, Evaluation)</i>	85%
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- Represent 4-H Camp Wabasso in initial contact with parents and campers on opening day of each session, making every effort to make campers and parents feel comfortable and welcome.
- Provide orientation for campers on waterfront area, procedures and safety guidelines upon arrival at camp.
- Assess 4-H camper swim levels upon their arrival at 4-H Camp Wabasso and assign 4-H campers to appropriate American Red Cross swim class levels.
- Oversee Red Cross Certified Swimming Program.
- Monitor beach front, swim area, and water quality daily, and secure waterfront when not in use.
- Supervise all waterfront activities, including swimming, canoeing, boating, kayaking, fishing, and sailing.
- Assist and provide all 4-H camp staff with orientation, instruction, and training in all waterfront procedures and equipment in pre-camp orientation/staff training.
- Assist in the development and implementation of all waterfront activities to be carried out by waterfront staff/lifeguards.
- Evaluate 4-H camper swim levels at the end of each session or upon completion of swim
- Develop a "Buddy Board" system to ensure accountability for all 4-H campers and staff at the waterfront.
- Keep daily attendance of campers and staff involved in waterfront activities.
- Cooperate with Coordinators, Directors and Counselors in the development and implementation of all 4-H Camp Wabasso activities, including evening activities and weekend camp, utilizing **research-based 4-H curriculum**.
- Keep and dispense American Red Cross swim instruction lesson plans and award certifications.
- Work with the Camp Manager, Program Director and Camp Counselors to provide to all campers the opportunity to participate in all camp activities, and assist in providing support for these activities.
- Be a positive role model and ensure that both counselor and camper behaviors are consistent with camp standards.
- Assist in evaluating the effectiveness of all program offerings under the leadership and direction of the 4-H Camp Director, including evaluating effectiveness of instruction/instructors.

Administrative Responsibilities:

Job Duties <i>(Direction, Management, Coordination)</i>	10%
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- Enforce all camp health and safety standards, keeping campers safe at all times.
- Assist Camp Director, Coordinators and Counselors in the coordination and planning of camper activities and classes, including afternoon, special programs, evening and weekend activities.
- Maintain all emergency/safety equipment, insure compliance with all safety procedures described in New York State Department of Health regulations for resident camp beach front/bathing areas, and maintain daily New York State Department of Health Beach Reports.
- Coordinate all non-instructional programs and special events that occur within the waterfront area.

- Ensure proper monitoring of waterfront area during recreational swimming, and assist in lifeguarding responsibilities as needed.
- During 4-H Camp Wabasso staff training, set up and organize the waterfront area.
- Assist in the coordination and planning of all waterfront activities to be carried out by waterfront staff/lifeguards.
- Report all incidents or injuries occurring at the waterfront to the 4-H Camp Director and/or 4-H Health Coordinator, and assist in the completion of appropriate incident reports in a timely manner.
- Coordinate lifeguarding assignments.
- Assist in coordinating/assigning swim instructors to classes.
- Provide supervision to Counselors – Lifeguards.
- Keep daily attendance of campers and staff involved in waterfront activities.
- Complete all appropriate paperwork regarding swim instruction, and insure that records are submitted to the American Red Cross office.
- Monitor progress of classes, and maintain records on all instructional classes, including lesson plans.
- Oversee the maintenance and inspection of program equipment, supplies, and program sites, (including daily and end of season inventory) to ensure they are in good condition and are in safe working order, file for repairs if needed; maintain materials and equipment needed for classes.
- Assist in the daily upkeep of camp facilities.
- Assist in the evaluation of the current camping season, and make suggestions for the next camping season.
- Perform other duties as assigned and/or reassigned as directed/required by the Camp Director.
- This position may require the transport of program participants and/or program materials and resources.

Professional Improvement and Other Duties as Assigned	5%
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- Attend 4-H Camp Wabasso orientation/training program, and participate in staff meetings and required training events as scheduled.
- In cooperation with Supervisor and/or Youth, Family & Community Development Issue Leader, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming and association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to attendance at staff meetings, timely reporting of expenses, working with other staff, general marketing of Extension programs and other duties as assigned.

Health and Safety	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/EPO and Policy	Applied to all duties and functions.
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- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Be aware of, and adhere to, established Cornell Cooperative Extension Association of Jefferson County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Low - within program

INTERACTION WITHIN ASSOCIATION:

Receive/provide information

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Limited - Occasional guidance to co-workers

COMPLEXITY OF WORK:

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

LEVEL OF DECISION-MAKING ACTIVITY:

Low - Within program/functional area

SUPERVISION RECEIVED:

Substantial - Detailed instructions or guided by standard policy/procedures

SUPPORT SKILLS-WRITING

Limited writing required

SUPPORT SKILLS-COMPUTER

Limited - Uses basic communication and time-collection tools

WORKING CONDITIONS:

ESSENTIAL PHYSICAL

REQUIREMENTS*:

Typically lifts 10 to 20 lbs

VISUAL:

Normal concentration

HAZARDS:

Limited exposure

* Check applicable level after considering reasonable accommodations

OPTIONAL:

SIGNATURES

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE

DATE



Skills for Success

(The following skills are essential for individual and organizational success.)

Skills	Examples of Demonstrated Behavior
Health and Safety	<ul style="list-style-type: none">Support the association to maintain a safe working environment.Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policies, procedures, requirements or standards.Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.
Job Skills	<ul style="list-style-type: none">Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks.Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge.Understands, interprets and applies regulations, policies and contracts to deliver effective results.Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.
Inclusiveness	<ul style="list-style-type: none">Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community.Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately.Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement.Actively supports work/life integration in the workplace.Recruits, hires and engages high performing diverse employees.
Adaptability	<ul style="list-style-type: none">Anticipates and adapts to changing priorities and additional demands.Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell's capacity to thrive in the future.Embraces, promotes and implements change.Modifies one's preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains.
Self-Development	<ul style="list-style-type: none">Is self-aware; seeks and acts upon performance feedback.Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance.Works to continuously learn and improve.Applies learning to evolving assignments.
Communication	<ul style="list-style-type: none">Expresses thoughts clearly, both orally and in writing.Demonstrates effective listening skills; seeks to understand and be understood.Asks questions and shares knowledge and information to help others clearly understand processes and desired results.Gives, receives and acts upon helpful and timely feedback.
Teamwork	<ul style="list-style-type: none">Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust.Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies.Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work.Has a positive attitude and understands how behaviors impact others.
Service-Minded	<ul style="list-style-type: none">Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers.Supports ideas, solutions and changes to processes to ensure high quality outcomes.Reaches out in a timely and responsive manner to resolve problems and conflicts.Negotiates well, finding and orchestrating win-win solutions.
Stewardship	<ul style="list-style-type: none">Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency.Demonstrates high standards of personal conduct and owns the consequences of one's own actions.Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making.Shows commitment to unit and Association goals and delivers results.
Innovation	<ul style="list-style-type: none">Looks for advancements in products, processes, services, technologies or ideas.Identifies opportunities in challenges and shows initiative to make changes.Demonstrates innovative, creative and informed risk taking.Shows foresight and imagination to see possibilities, opportunities and trends.