CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ST. LAWRENCE COUNTY

STAFF POSITION DESCRIPTION

Current Incumbent, if any: Open Position
CCE Classification Job Title: Association Program Educator II
Working Title (if different): 4-H/ESNY Nutrition Assistant
Reason: ☑ New Position ☐ Revision
Date Written/Revised: 1-26-2018
Position #: TBD
FTE: 100%
FLSA: ☑ Exempt ☐ Non-Exempt

REPORTING RELATIONSHIP(S):
Immediate Supervisor’s Name and Classification Job Title: Cassondra Caswell, Association Team Leader

Position(s) Supervised / Direct Reports (The following positions report directly to this incumbent. Please use classification titles.) The position incumbent has no supervisory responsibilities/direct reports.
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 a program educator with responsibilities in local nutrition and youth development education within SNAP-ED and 4-H Healthy Lifestyle programming for a menu of existing educational programs, events, and activities. Responsibilities will entail implementing public education to improve healthy food and lifestyle choices among limited resource families and individuals encompassing all age groups in various locations throughout the North Country Region. This will include teaching nutrition education with a focus on general nutrition, food preparation, food safety, and food budgeting to Supplemental Nutrition Assistance Program (SNAP) eligible populations including local schools and youth groups via workshops, events, or food demonstrations. This position will help aid in expanding nutrition education into local schools that qualify for the National School Lunch Program, as well as 4-H Afterschool in three (3) school districts (4th-8th grades) of St. Lawrence County using established ESNY and 4-H curriculum and activities, and will work closely with the Team Leader and Association program staff. This position may provide data entry and management of participant data, requiring confidentiality.

REQUIRED QUALIFICATIONS:
Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.
- Associate’s Degree in Nutrition, Health Education or Public Health or equivalent education (GED/High School Diploma and one (1) year transferrable program/functional experience).
- Experience relevant to the role of the position.
- Valid NYS Driver’s License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to read and write in English.
- Ability to present effective and relevant educational lessons to target audiences and work with diverse audiences of all ages.
- Basic computer and word processing skills.
- Ability to carry supplies and equipment, climb stairs.
- Must be comfortable purchasing and preparing foods and reviewing and following recipes.
- Must be able to communicate effectively verbally and in writing.

PREFERRED QUALIFICATIONS:
Specify preferred specialized education, field and/or certifications.
- Nutrition-related knowledge/experience/background preferred.
- Knowledge and experience working with and educating youth through experiential learning.
- Bachelor’s Degree in Nutrition or Public Health.
- Experience in adult and youth education or other relevant work experience.
- Familiarity with the community in which the work will take place.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Experience working with the target audience (limited resource).
- Ability to plan and organize personal work responsibilities according to priorities developed with immediate supervisor.
- Ability to work independently and as part of a team.

**SUBJECT MATTER/BACKGROUND:**

- Agriculture and Food Systems
- Nutrition, Food Safety & Security and Obesity Prevention
- Environment and Natural Resources, Sustainable Energy and Climate Change
- Community and Economic Vitality
- 4-H Youth Development and Children, Youth and Families
- General Administration
- Information Technology
- Farm
- Finance
- Human Resources
- Grant/Contract
- Communication
- Other
- 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:**

**Program Delivery** 85%

- Utilize existing program materials and educational framework to teach a specified number of workshops, events, and food demonstrations and educate a targeted number of adult and youth participants who are SNAP eligible or SNAP recipients.
- Implement lesson plans using current and approved curricula and supplemental materials.
- Implement programs that address participant’s needs and that consider the diversity of the community.
- Collaborate with community agencies that serve the target audience.
- Work to foster acceptance of the 4-H Youth Development and Nutrition Program, methods and policies while addressing community and individual needs and considering diverse audiences.
- Teach existing educational after-school programs and activities as needed in the after-school programs to include, but not limited to: nutrition; health lifestyles, life skills development, violence prevention; community service; STEM; cultural activities (i.e. art, music and theatre), and other 4-H programming efforts as identified/needed to support the established Plan of Work.
- Serve as a team member and cooperate with the entire Association and Youth and Family Program staff to achieve Association program delivery goals.

**Program Evaluation** 5%

- Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of all ESNY programs.
- Assist supervisor in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.
- Assist in the communication of evaluation findings to constituents as appropriate.

**Administrative Responsibilities:**

**Coordination/Operation** 5%

- Complete necessary written documentation for program evaluation as required by programs and funders.
- Coordinate, compile and organize existing program resources and program materials.
- Maintain extreme confidentiality of information and data collected.
- Coordinate short- and long-term work schedule for programming.
- Maintain record of class participants and complete reports as required by programs and funders.
- Perform program evaluation as designed by providing intent to change forms, demographic forms, surveys, pre/post tests, retro-pre surveys to program participants.
- Effectively maintain professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

### Professional Improvement and Other Duties as Assigned

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<tr>
<td>In cooperation with Supervisor and/or Executive Director, 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.</td>
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<td>Collaborate in activities that are in general support of Cornell Cooperative Extension including but not limited to, general marketing of Extension programs and other duties as assigned.</td>
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<td>Participate in required training to meet SACC (School Age Child Care) licensing regulations.</td>
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### Health and Safety

- 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

- 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 St. Lawrence County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

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**Equal Opportunity Employment**

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

Reviewed and Approved by Extension Administration – 01-26-2018 - jas
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:**
Assist others; provide/obtain cooperation

**INTERACTION WITH VOLUNTEERS:**
Provide information

**INTERACTION OUTSIDE ASSOCIATION:**
Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**
None - No responsibility for others

**COMPLEXITY OF WORK:**
Low - Under the guidance of immediate supervisor, occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

**LEVEL OF DECISION-MAKING ACTIVITY:**
Low - Within program/functional area

**SUPERVISION RECEIVED:**
High - General supervision

**SUPPORT SKILLS-WRITING**
Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**
Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

**WORKING CONDITIONS:**

**ESSENTIAL PHYSICAL REQUIREMENTS**:  
Typically lifts 20 to 50 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**
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**Health and Safety** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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** | - 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.