

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

**Current Incumbent, if any:** Open

**Date Written/Revised:** 12/27/2017

**CCE Classification Job Title:** Association Program Coordinator I

**Position #:**

**Working Title (if different):** Program Coordinator – Gleaning/Agriculture

**FTE:** 1.0

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Stiles Najac, Association Community Liaison

**Position(s) Supervised / Direct Reports** *None*

**Volunteer Oversight:**  No  Yes

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**POSITION SUMMARY:**

This position will serve as the Program Coordinator for the Gleaning/Food Security Program and for the Agriculture Program Area for Cornell Cooperative Extension Orange County. This position will provide program coordination and support to the Gleaning/Food Security Program in the harvesting season and program coordination and support to the Agriculture program area during the off-season of harvesting. This position will organize and coordinate activities relating to the Gleaning/Food Security programs and events; coordinate all aspects of registration and reporting process; assist in the coordination of preparation for deliveries, scheduling of pickups, field gleaning programs and events in collaboration with educator; gather gleaned produce/resources; provide guidance to volunteers and staff; scheduling; collect data and create evaluation reports. This position will also provide program coordination and administrative assistance to Agriculture educators and staff during the off-season of harvesting. This position will utilize existing program resources and materials in program work, and will assist in delivering educational programs as defined. *This is a grant-funded, non-exempt position working 37.5 hours per week.*

**REQUIRED QUALIFICATIONS:**

- Associate's Degree or equivalent education. GED/High School Diploma and one year transferrable program/functional experience is acceptable.
- Experience relevant to the role of this position.
- Demonstrated experience with multiple Windows-based software and hardware technologies.
- Ability to meet travel requirements associated with this position.
- Must meet acceptable criminal background check standards as well as valid driver's license and motor vehicle check.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to lift 75 pounds frequently during the harvest season.
- Ability to drive 18 foot box truck for pick and delivery primarily during harvest season.

**PREFERRED QUALIFICATIONS:**

- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.

**SUBJECT MATTER/BACKGROUND:**

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|---|---|---|
| <input checked="" type="checkbox"/> Agriculture and Food Systems                                  | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm           |
| <input checked="" 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 type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |   |

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:****Program Responsibilities:**

<b>Program Delivery</b>	<b>5%</b>
<ul style="list-style-type: none"><li>• Utilize established program resources and materials in providing information and resources to program participants in established programs.</li><li>• Serve as team member and cooperate with the entire Association staff to achieve Association program delivery goals.</li><li>• Teach existing educational programs and activities in support of Gleaning/Food Security and Agriculture programming on an infrequent, as needed basis.</li></ul>	

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
<ul style="list-style-type: none"><li>• Assist the Gleaning/Food Security Supervisor, Agriculture Issue Leader and/or other Agriculture staff with non-complex administrative tasks in the planning of educational programs.</li><li>• Assist Supervisor with planning and strategy development to strengthen and improve programs as necessary.</li><li>• May assist with financial direction of program to include planning for program expenses and budgets as well as financial resources for program continuance and enhancement.</li></ul>	

<b>Management</b>	<b>5%</b>
<ul style="list-style-type: none"><li>• Assist Gleaning/Food Security Supervisor with volunteer management.</li><li>• Assist in providing volunteer orientation, as needed.</li><li>• Serve as an accessible resource to volunteers by assisting with providing follow-up support to ensure initial and continued program success.</li><li>• Assist with problem solving and resolving issues that arise with the guidance of the educator in charge, as needed.</li><li>• Assist in providing existing guidance to program volunteers in accordance with established practices and procedures.</li><li>• Assist the Gleaning Supervisor with identifying, anticipating, and recommending program and event needs/supplies.</li></ul>	

<b>Coordination/Operation</b>	<b>80%</b>
<ul style="list-style-type: none"><li>• Under guidance of Supervisor, assist in coordinating and supporting the Gleaning/Food Security Program county &amp; region-wide programs and events. Provide support and coordination for /with volunteers.</li><li>• Provide support and coordination for various Gleaning/Food Security program activities including field gleanings and other field activities; farmer relationship maintenance; and other field work as needed.</li><li>• Assist with the coordination, inventory, organization and preparation of materials, equipment, reference materials, etc. for a variety of Gleaning/Food Security and other extension association activities as assigned.</li><li>• Coordinate registration, set-up, prepare resources, for special projects including but not limited to the Gleaning/Food Security county &amp; region-wide programs, and other extension association activities as assigned.</li><li>• Assist and coordinate communication with participants and the public through reports, emails, and phone messages, and social media.</li><li>• Schedule use of space for programs and forward any agreements or contracts to the educator in charge for the appropriate processing/signature, if necessary.</li><li>• Physically set up the program space or assist with the same as directed by educator in charge.</li><li>• Assist with harvesting, scheduling pickups and deliveries from farmers to agencies, locally and county wide.</li></ul>	

- Maintain confidentiality of information regarding all program participants and families.
- Accurately collect, prepare and maintain paperwork, participant files and database as required supervisor, association and funding source requirements.
- Complete required reports in manner specified by supervisor, association or funding sources by established deadlines or as requested.
- Contribute to the preparation of reports for funders, advisory committees, Board and others as necessary. Assist with reporting activities through written/oral presentations.
- Transport program materials on an as needed basis in Association vehicles or personal vehicle.
- Perform pick up and deliveries with box truck primarily during the harvest season.

<b>Professional Improvement</b>	<b>5%</b>
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- 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 and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with 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.

<b>EEO/EPO and Policy</b>	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.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Orange County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

CCE Admin HR approved 1-26-18.

**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:**

Assist others; provide/obtain cooperation

**INTERACTION WITH VOLUNTEERS:**

Provide general guidance

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Limited - Occasional guidance to co-workers

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