

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 01-27-2016

**CCE Classification Job Title:** Association Subject Educator I

**Position #:** TBD

**Working Title (if different):** Financial Readiness Program Educator

**FTE:** 100%

**Reason:** New Position Revision

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Leslie Cherry, Association Resource Educator

**Position(s) Supervised / Direct Reports** (*The following positions report directly to this incumbent. Please use classification titles.*) This 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 the Financial Readiness Program Educator for Cornell Cooperative Extension Association of Jefferson County and will implement Financial Readiness programming for a menu of existing Financial Readiness educational programs and activities at Army Community Services (ACS) on Fort Drum. This position will be responsible for the delivery of established Financial Readiness programming in support of Army Community Services (ACS) programs, and will deliver other established Financial Readiness programming and activities, both on-site and off-site in accordance with the Fort Drum Program Area's plan of work. This position will also coordinate all administrative aspects of the Financial Readiness Program and will assist the Fort Drum Issue Leader with marketing efforts for Financial Readiness programming.

**REQUIRED QUALIFICATIONS:**

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

- Bachelor's Degree or equivalent education (Associate's Degree and two (2) years transferable 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.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Familiarity with personal financial management, basic investing, and retirement planning.
- Familiarity with community, social and human service organizations, financial services and resources.
- Demonstrated ability to utilize program resources within the Fort Drum community and general community.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Demonstrated ability to organize reference materials for programming purposes.
- 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:**

- |   |   |   |
|---|---|---|
| <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 checked="" 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:** *(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:**

<b>Program Delivery</b>	<b>70%</b>
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- Utilize established program resources and materials in program work.
- Implement existing Financial Readiness programming at Army Community Services (ACS), to include, but not limited to: Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc.
- Implement the training program for Financial Readiness volunteers, including volunteer in-service training programs, and training/orientation of volunteers to include training in all program area activities per already established program parameters and utilizing existing resources.
- Implement already-established Financial Readiness educational programming and activities in support of other Fort Drum programming efforts as identified/needed to support the established plan of work.
- Assist the Financial Readiness Program Manager in reservist mobilization activities, i.e. Soldier Readiness Checks, Soldier Readiness classes and workshops utilizing established resources.
- Under the direction and oversight of the Fort Drum Issue Leader, occasionally apply established subject matter knowledge to create lesson plans as identified.
- Provide Financial Readiness educational programs via mass media.
- Work to foster acceptance of the Financial Readiness Program, methods and policies while addressing community and individual needs and considering diverse audiences.
- Serve as a team member and cooperate with the entire Association and Fort Drum Program staff to achieve Association goals.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

<b>Program Evaluation</b>	<b>10%</b>
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- Implement program evaluation as designed.
- Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all Financial Readiness Programs offered at Army Community Services (ACS).
- Assist Fort Drum Issue Leader in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.
- Communicate evaluation findings to constituents as appropriate.

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
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- Assist in the planning and promotion of major public events and programs (i.e. Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc.), including, but not limited to: assisting with mass media efforts related to upcoming events and programs.

**Management****5%**

- Under the direction of the Fort Drum Issue Leader, provide program guidance to program volunteers in accordance with established practices and procedures.
- Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Fort Drum Issue Leader.
- Assist with volunteer management to include:
  - Assist in providing volunteer orientation and training utilizing existing program and resources.
  - Serve as an accessible resource to volunteers by assisting with providing follow-up support to ensure initial and continued success in the Financial Readiness Program.
  - Assist with problem solving and resolving issues that arise, as needed.
- Assist in providing existing guidance to program volunteers in accordance with established practices and procedures.

**Coordination/Operation****5%**

- Organize and coordinate activities related to Financial Readiness Programming (i.e. Power Pay: Improve your Credit and Eliminate Debt, Car Buying 101, Home Buying, Check on Checking, Budgeting for your Goals, TSP: Investing in your Future, etc.).
- Coordinate identified administrative aspects of the Financial Readiness Program to include, but not limited to: preparing correspondence, maintain files, etc.
- Coordinate, compile and organize existing program resources and program materials.
- Effectively maintain effective professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- Assist in utilizing effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.

**Professional Improvement and Other Duties as Assigned****5%**

- 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.
- 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.

- 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.

- 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:**

Moderate - beyond the program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**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:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**SUPPORT SKILLS-WRITING**

Low - Usually issues standard responses

**SUPPORT SKILLS-COMPUTER**

Low - Uses basic business/technical programs/applications to perform responsibilities

**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**

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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>