

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

Current Incumbent: OPEN POSITION

Date Written/Revised: 05-11-2017

CCE Classification Job Title: Association Subject Educator I

Position #: TBD

Working Title (if different): Entrepreneurship 4-H Trainer

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Open Position, Association Community Liaison

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 Entrepreneurship 4-H Trainer in support of a partnership with Carthage Central School District's 21st Century Learning Center (CCLC) Program for Cornell Cooperative Extension Association of Jefferson County. Specific responsibilities will include implementing an entrepreneurship program in collaboration with the After-School Program Director and Carthage 21st CCLC Administrators and providing student workshops involving workplace, life skills and financial planning educational programming. The entrepreneurship program will challenge youth to envision themselves as business owners, innovators and problem solvers. This position will direct a student-run business, guiding youth in developing business plans and expose youth to entrepreneurs in the community. This position will be responsible for the delivery of established 4-H programming in support of the 21st CCLC program, and will deliver other established 4-H programming and activities, both on-site and off-site in accordance with the 4-H Youth Development Program Area's plan of work. This position will also coordinate administrative aspects of the 21st CCLC program and will assist the After-School Program Director with marketing and fundraising efforts for Carthage 21st CCLC 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 2 years of 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 meet acceptable background check standards (After-School Checks –Grant Based).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- New York State Teacher Certification preferred.
- Demonstrated knowledge of subject matter appropriate to area of programming.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups; adults and youth.
- 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 to utilize computer technologies for educational and communication purposes.

SUBJECT MATTER/BACKGROUND: (*Program job family only.*)

- | | | |
|---|---|---|
| <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 | |

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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	70%
<ul style="list-style-type: none"> • Teach the existing educational program as defined. • Utilize established program resources and materials in program work. • Implement, existing 4-H programming for the Carthage 21st CCLC Program. • Implement existing educational after-school programs and activities as needed in the after-school programs to include, but not limited to: environmental science and natural resources; violence prevention; community service; life skills development; cultural activities (i.e. art, music and theatre). • Implement already-established 4-H Youth Development educational programming and activities in support of other 4-H programming efforts as identified/needed to support the established plan of work. • Occasionally apply established subject matter knowledge to create lesson plans as identified. • Serve as a subject matter resource for 4-H Youth Development and provide standard responses. • Provide 4-H educational programs via mass media. • Work to foster acceptance of the Carthage 21st CCLC 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 Youth and Family Program staff to achieve Association program delivery goals. 	

Program Evaluation	10%
<ul style="list-style-type: none"> • 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 programs offered. • Assist After-School Program Director 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:

Direction	5%
<ul style="list-style-type: none"> • Provide input to the After-School Program Director in planning the structure of delivering educational programs via various methods. • Provide input to the After-School Program Director in planning the delivery of established educational program goals. • Assist in the planning and promotion of major public events and programs including, but not limited to: assisting with mass media efforts related to upcoming events and programs. • Assist in identifying opportunities for Carthage 21st CCLC fund development activities. 	

Management	5%
<ul style="list-style-type: none"> • Solve problems and resolve conflicts that arise in the Carthage 21st CCLC Program utilizing appropriate policies and procedures. • Give guidance to volunteers and staff, including those performing similar work utilizing established practices and procedures. • Assist in identifying and recommending program needs (i.e. program supplies and materials) to the After-School Program Director. • Assist the After-School Program Director in ensuring the program meets health, safety and other licensing standards. 	

Coordination/Operation**5%**

- Organize and coordinate activities related to Carthage 21st CCLC Programming.
- Submit program related expense receipts as necessary.
- Coordinate work of Program Educators, teacher tutors, student tutors, interns, and volunteers to in the absence of the After-School Program Director.
- Coordinate identified administrative aspects of the Carthage 21st CCLC Program to include, but not limited to: ordering and inventory of supplies (including end of year inventory), assist with marketing of Carthage 21st CCLC Program, assist with staff interviews as needed, assist with brochure development and distribution.
- Provide administrative support for fund development activities as identified.
- Coordinate, compile and organize existing program resources and program materials.
- 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.
- Provide administrative support for an Advisory Committee of parents, educators, community members and students to assist with program implementation and planning.
- 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**5%**

- Participate in required training to meet SACC (School Age Child Care) licensing regulations.
- 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.

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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 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:

Moderate - Within multiple functional areas

SUPERVISION RECEIVED:

Moderate - Very general direction

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
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.