

**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 Counselor, Jr.

**Position #:** TBD

**Working Title (if different):** Junior Camp Counselor

**FTE:** 100%

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Mike Kinnie, Association Temporary Camp Manager

**Position(s) Supervised / Direct Reports:** This position 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 Junior Camp Counselor 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: assisting with weekly program design and implementation of all 4-H Camp Wabasso programs and activities, and assisting in providing overall supervision of youth participating in camp activities. This position accepts and performs all position duties outlined in this position description, and performs other duties and responsibilities as assigned and deemed appropriate by the 4-H Camp Wabasso Director. (*NOTE: This position includes cabin responsibilities.*)

**REQUIRED QUALIFICATIONS:**

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

- Must be 17 years of age.
- Must have current cardiopulmonary resuscitation (CPR) and First Aid certifications (will train if necessary).
- Must have three (3) years of Counselor-in-training (CIT) or equivalent experience working with children.
- Must have at least one (1) program skill suitable for camp leadership.
- Ability to meet acceptable background check standards (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.
- 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 supervise youth participating in camp activities.
- Demonstrated ability to coordinate multi-faceted recreation program of teaching skills setting up intramural and inter-camp activities.
- Demonstrated knowledge and skills in officiating team and individual activities and the ability to teach these skills to staff and campers of all ages.
- Demonstrated ability to maintain athletic facilities.
- Desire and ability to work with children 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:**

- |   |   |   |
|---|---|---|
| <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:**

<b>Job Duties</b> <i>(Development, Delivery, Evaluation)</i>	<b>85%</b>
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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.
- Assist the counselor in charge with the supervision of 6-16 campers in cabin. See to their safety and well-being at all times. **At no time will a Junior Counselor be given the responsibility of cabin supervision or any activity that is considered to be high risk.**
- Assist in providing supervision of campers during all meals, recreation time, free time, free swim, evening programs and other camp activities.
- Provide to all campers the opportunity to participate in all camp activities, and assist Camp Director, Program Director, and Area Program Coordinators in providing support for these activities.
- Cooperate with coordinators, directors and other counselors in the development and implementation of all 4-H Camp Wabasso activities, including afternoon, special programs, evening and weekend activities, utilizing **research-based 4-H curriculum**.
- Be a positive role model and ensure that both counselor and camper behaviors are consistent with camp standards.
- Assist in teaching all classes as directed by the Area Program Coordinators and Camp Director.
- Assist in the implementation of special programs including afternoon, evening and weekend activities.
- Assist in distributing award recognition and participation certificates to campers when earned.
- Review weekly camp medical bulletins, and stay aware of special medical requirements of campers you are helping to supervise.
- Ensure all special needs are met (i.e. medications, individual needs).
- Provide support for individual campers who have difficulty adjusting to campers and/or camp life.

**Administrative Responsibilities:**

<b>Job Duties</b> <i>(Direction, Management, Coordination)</i>	<b>10%</b>
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- Enforce all camp health and safety standards, keeping campers safe at all times.
- Assist campers in scheduling classes, and following the daily camp schedule.
- Cooperate and assist coordinators, directors and other counselors in the coordination of all 4-H Camp Wabasso activities, including afternoon, special programs, evening and weekend activities.
- Assist Program Coordinators in monitoring progress of classes.
- Maintain records on all instructional classes, including lesson plans.
- Assist in maintaining and inspecting 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.
- Assist in the daily upkeep of camp facilities.
- Assist in helping Program Area Coordinators organize their respective areas.
- Keep all coordinators, senior counselors, and Directors updated with pertinent information.
- 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.

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

- 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.

- 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.*

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

**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
<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>