

**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 Maintenance

Position #: TBD

Working Title (if different): Camp Safety Officer

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 the Camp Safety Officer 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: providing nightly supervision for the safety and well-being of the campers and counselors at 4-H Camp Wabasso. This position will work with the Camp Director and camp staff to ensure the safety for all. 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 does not include cabin responsibilities.*)

REQUIRED QUALIFICATIONS:

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

- Must be 21 years of age.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Desire, ability and willingness to work and live in a camp community and to stay awake at 4-H Camp Wabasso (from 10:00 pm to 6:00 am) the entire time the camp is in session.
- Ability to meet the travel requirements of the position.
- Ability to work flexible hours which will include evenings and weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Background/experience with security and safety.
- Demonstrated ability and experience working with children and young adults in an outdoor/recreational environment.
- Demonstrated ability to monitor the night time safety of a summer camp, its staff and campers, maintain records, and implement a routine night time patrol.

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.)*

Administrative Responsibilities:

Job Duties <i>(including Direction, Management, Coordination)</i>	95%
<ul style="list-style-type: none"> • Patrol the grounds of 4-H Camp Wabasso from 10:00 pm – 6:00 am from Sunday night through Thursday night while camp is in session. • Monitor the safety of all camp staff and campers during the above assigned hours. • Ensure each camper and counselor is safe in their cabins. • Inspect the grounds for night time safety hazards such as roaming animals, or any unwanted visitors. • Perform exterior inspections of cabins, health center, and staff cabins; perform interior and exterior inspections of lodge, bathhouses and other camp facilities. • Assist in the daily upkeep of facilities. • Establish and follow appropriate routines, including record keeping in the daily log, and work with the Camp Director to address any issues or safety concerns. • Check equipment, such as: first aid kits, fire extinguishers, etc., to ensure the equipment remains in assigned area and in safe, working order. • Keep accident/incident reports that can be utilized for risk management assessment. • Monitor and evaluate camp procedures, facilities and conditions. • Suggest modifications that would create a safer camp environment. • Prepare a summary and evaluation of the current camping season, and make recommendations for the next camping season. • Perform other duties as assigned and/or reassigned as directed/required by the Camp Director. • This position may require the transport of program participants and/or program materials and resources. 	

Professional Improvement and Other Duties as Assigned	5%
<ul style="list-style-type: none"> • 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.
<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 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.
<ul style="list-style-type: none"> • 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:

None - No responsibility for others

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
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.