

**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 Program Director

**Position #:** TBD

**Working Title (if different):** 4-H Camp Wabasso Program Area Coordinator  
(Arts & Crafts, Outdoor Adventure; Archery)

**FTE:** 100%

**Reason:** New Position Revision

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** TBD, Association Temporary Camp Director  
(4-H Camp Wabasso Assistant Director)

**Position(s) Supervised / Direct Reports:** Assigned Program Counselor Staff

**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 Program Area Coordinator (*Arts & Crafts, Outdoor Adventure, Archery*) 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, implementing afternoon and evening programs and activities, assisting in daily operations of 4-H Camp Wabasso as directed; and supervising 4-H campers and counseling staff. 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 and/or Camp Manager. (*NOTE: This position includes cabin responsibilities.*)

**REQUIRED QUALIFICATIONS:**

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

- Must be 21 years of age.
- Must have current cardiopulmonary resuscitation (CPR) and First Aid certifications (will train if necessary).
- Must have subject matter background and experience in the area (*Arts & Crafts, Outdoor Adventure or Archery*) that this position will be coordinating. May be required to take certification training program.
- 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 reside at 4-H Camp Wabasso, Redwood, NY (including overnights) the entire time 4-H Camp is in session.
- Must be able 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.*

- Experience in leadership roles, or currently working in the education field.
- Previous camp staff experience.
- Demonstrated ability to supervise program counseling staff.
- Demonstrated ability and desire to work with children and young adults outdoors.
- Demonstrated ability to relate to one's peer group.
- Demonstrated ability to accept guidance and supervision.
- Demonstrated ability to teach skills to other staff members and campers of all ages.
- Good character, integrity and adaptability.

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

- Enthusiasm, sense of humor, patience and self-control.

**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> |
| <ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep in direct communication with the Camp Director and/or Camp Manager regarding all pertinent camp issues.</li> <li>• Assist Camp Director in providing implementation and support for camper activities and classes, including special programs (afternoon and/or evening) utilizing <b>research-based 4-H curriculum</b>.</li> <li>• Implement appropriate subject matter curriculum, certification.</li> <li>• Assist Camp Director in providing guidance and support to staff, relating to special needs campers, conflict mediation (campers and/or staff), and special concerns (campers and/or staff).</li> <li>• Assist in the design of developmentally appropriate leadership training programs for various ages, maturity levels, and skills.</li> <li>• Assist in the development of staff in-service training programs, including pre-camp training of counseling staff.</li> <li>• Assist Camp Director in the development of camper activities and classes.</li> <li>• Recommend 4-H campers for continued participation in leadership training programs and future staff positions.</li> <li>• Assist in evaluating the effectiveness of all program offerings under the leadership and direction of the 4-H Camp Director.</li> <li>• Assist other cabin counselors in supervision of 6-16 campers in cabin. See to their safety and well-being at all times.</li> <li>• Work in concert with camp counselors to provide supervision of campers during all meals, recreation time, free time, free swim, evening programs and other camp activities.</li> <li>• Work with the Camp Manager, Program Director and Camp Counselors to provide to all campers the opportunity to participate in all camp activities, and assist in providing support for these activities.</li> <li>• Be a positive role model and ensure that both counselor and camper behaviors are consistent with camp standards.</li> </ul> |            |

**Administrative Responsibilities:**

|  |            |
|--|------------|
| <b>Job Duties</b> <i>(Direction, Management, Coordination)</i>   | <b>10%</b> |
| <ul style="list-style-type: none"> <li>• Enforce all camp health and safety standards, keeping campers safe at all times.</li> <li>• Supervise program area staff in designated program discipline.</li> <li>• Assist in the coordination of developmentally appropriate leadership training programs for various ages, maturity levels, and skills.</li> <li>• Assist Camp Director in the coordination and planning of camper activities and classes, including afternoon, special programs, evening and weekend activities.</li> <li>• Assist in the coordination of staff in-service training programs, including pre-camp training of counseling staff.</li> <li>• Oversee inventory and curriculum of program area (Arts &amp; Crafts, Outdoor Adventure, Archery).</li> <li>• Assist campers in scheduling classes, and following the daily camp schedule.</li> </ul> |            |

- Monitor progress of classes, and maintain records on all instructional classes, including lesson plans.
- Oversee the maintenance and inspection of 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.
- Organize respective area.
- 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.
- This position may require the transport of program participants and/or program materials and resources.

|  |           |
|--|-----------|
| <b>Professional Improvement and Other Duties as Assigned</b> | <b>5%</b> |
|--|-----------|

- 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.

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>Health and Safety</b> | 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.

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>EEO/EPO and Policy</b> | 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>   |