

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

**Current Incumbent, if any:**

**Date Written/Revised:** 11/29/2018

**CCE Classification Job Title:** Association Program Coordinator I

**Position #:**

**Working Title (if different):** Program Coordinator – Master Gardeners

**FTE:** 0.5

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Susan Ndiaye. Association Resource Educator – Horticulture

**Position(s) Supervised / Direct Reports** None.

**Volunteer Oversight:**  No  Yes

**POSITION SUMMARY:**

This position will serve as the Agriculture Program Coordinator for Cornell Cooperative Extension of Orange County and will provide program coordination and support to the Agriculture Master Gardeners Program. This position will organize and coordinate activities relating to all Agriculture Master Gardeners programs and events; coordinate all aspects of reporting process; provide administrative assistance to Agriculture educators and staff; assist in the coordination of preparation for classes, programs and events in collaboration with educator; gather resources; provide guidance to volunteers and staff; scheduling; collect research data; collect evaluation data. This position will utilize existing program resources and materials in program work, and will deliver educational programs as defined.

**REQUIRED QUALIFICATIONS:**

- Associate's Degree or equivalent education. GED/High School Diploma and two years transferrable program/functional experience is acceptable.
- Experience relevant to the role of this position.
- Demonstrated computer proficiency.
- Demonstrated experience using common social media platforms, i.e. Facebook.
- 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.
- Good organizational skills.
- Ability to meet travel requirements associated with this position.
- Must meet acceptable criminal background check standards as well as valid driver's license and motor vehicle record.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Educational background or professional experiences in Agriculture, Biology, Botany, Chemistry, Entomology, Floriculture, Horticulture or Plant Pathology.
- Proficiency in spoken or written Spanish.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <input checked="" 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 type="checkbox"/> 4-H Youth Development and Children, Youth and Families                   | <input type="checkbox"/> Facility               |   |

**ALL CANDIDATES MUST APPLY ONLINE AT [https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/Program-Coordinator-Master-Gardeners---Middletown--NY\\_WDR-00017245](https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/Program-Coordinator-Master-Gardeners---Middletown--NY_WDR-00017245)**

**DEADLINE TO APPLY IS FEB. 11, 2019** - Position closing dates may change based on Association needs. Salary is \$14.42 per hour.

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:****Program Responsibilities:**

<b>Program Delivery</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Utilize established program resources and materials in providing information and resources to program participants in established programs.</li> <li>Serve as team member and cooperate with the entire Association staff to achieve Association program delivery goals.</li> <li>Teach existing educational programs and activities in support of Agriculture programming on an infrequent, as needed basis.</li> </ul>	

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Assist the Agriculture Issue Leader, Supervisor and other Agriculture staff with non-complex administrative tasks in the planning of educational programs.</li> <li>Assist Supervisor with planning and strategy development to strengthen and improve programs as necessary.</li> <li>May assist with financial direction of program to include planning for program expenses and budgets as well as financial resources for program continuance and enhancement.</li> </ul>	

<b>Management</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Assist the Supervisor with volunteer management.</li> <li>Assist in providing volunteer orientation, as needed.</li> <li>Provide ongoing and follow-up support to ensure initial and continued program success by serving as an accessible resource to volunteers.</li> <li>Assist with problem solving and resolving issues that arise with the guidance of the educator in charge, as needed.</li> <li>Assist in providing existing guidance to program volunteers in accordance with established practices and procedures.</li> <li>Assist the Supervisor with identifying, anticipating, recommending and planning for program and event needs/supplies.</li> </ul>	

<b>Coordination/Operation</b>	<b>80%</b>
<ul style="list-style-type: none"> <li>Under guidance of Supervisor, assist in coordinating and supporting Agriculture Master Gardener's county-wide programs and events. Provide support and coordination for /with volunteers.</li> <li>Assist with the coordination, inventory, organization and preparation of materials, equipment, reference materials, etc. for a variety of Agriculture Master Gardener Programs and activities, and other extension association activities as assigned.</li> <li>Coordinate registration, set-up, prepare resources, for special projects including but not limited to the Agriculture county-wide programs, and other extension association activities as assigned.</li> <li>Assist and coordinate communication with participants and the public through newsletters, emails, and phone messages, and social media.</li> <li>Schedule use of space for programs and forward any agreements or contracts to the educator in charge for the appropriate processing/signature, if necessary.</li> <li>Physically set up the program space or assist with the same as directed by educator in charge.</li> <li>Provide care of various plant/garden species as directed.</li> <li>Maintain confidentiality of information regarding all program participants and families.</li> <li>Accurately collect, prepare and maintain paperwork, participant files and database as required by supervisor, association and funding source requirements.</li> <li>Complete required reports in manner specified by supervisor, association or funding sources by established deadlines or as requested.</li> </ul>	

- Implement program improvement initiatives as directed by supervisor.
- Contribute to the preparation of reports for funders, advisory committees, Board and others as necessary. Assist with reporting activities through written/oral presentations.
- Transport program materials on an as needed basis in Association vehicles or personal vehicle.
- Assist volunteers with the Garden Helpline under the guidance of the Educator in charge, as needed.
- Prepare reports as needed for the Soil Testing service provided to the general public through the Master Gardeners Lab.
- Assist with the diagnostic lab including receiving samples, ordering supplies, and maintaining equipment.

<b>Professional Improvement</b>	<b>5%</b>
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- 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 and Association priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and perform other duties as assigned.

<b>Health and Safety</b>	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with 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.
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- 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.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Orange County policies, procedures and Cornell Cooperative Extension Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

CCE Admin HR approved 11-30-2018.

**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:**

*Position Description Template Revised July, 2016*

**SCOPE OF IMPACT OF THE POSITION:**

Low - within program

**INTERACTION WITHIN ASSOCIATION:**

Assist others; provide/obtain cooperation

**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:**

Low - Within program/functional area

**SUPERVISION RECEIVED:**

High - General supervision

**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
<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>