

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

Current Incumbent, if any:

Date Written/Revised: 02/12/2019

CCE Classification Job Title: Association Program Manager

Position #:

Working Title (if different): Association 4-H Program Manager

FTE: 1.0

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Patricia Claiborne, *Interim* Association Issue Leader

Position(s) Supervised / Direct Reports: None

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Volunteer Oversight: No Yes

POSITION SUMMARY:

This position will serve as the 4-H Program Manager for Cornell Cooperative Extension Orange County and will work under the direction and supervision of the Association 4-H Youth Development Issue Leader. This position will provide direction, organization, coordination, and management of all aspects of the assigned 4-H Youth Development Programs, to include, but not be limited to: Animal Science including Dog, Rabbit, Sheep, Poultry, Goat and Horse; School and After-School programming; community programs; and other 4-H Educational Programs administered by Cornell Cooperative Extension Orange County. This position will manage and coordinate collaborations with 4-H Clubs and 4-H Showcase as part of the 4-H Youth Development team. The position will be responsible for enhancing 4-H Programs, resources and collaborations to the 4-H School and After-School Programs working with School and After-School Program staff as well as providing guidance and oversight to 4-H volunteers. Represents the Association to the public, community leaders, government officials, and Cornell University.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree with course work in Education, Science, Animal Science and/or Youth Development related field.
- Minimum one year of relevant work experience.
- Experience relevant to the role of the position.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to meet acceptable motor vehicle/driving record requirements.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to analyze issues and to initiate, plan, organize, implement & evaluate informal educational programs addressing diverse audiences in assigned areas.
- Ability to utilize computer technology to author reports and proposals, communicate internally and externally, prepare visuals, access information and learn and teach.
- Experience with public presentations in small and large groups.
- Ability to relate effectively to co-workers, advisors, community and professional leaders, and clientele groups.
- Ability to utilize resources effectively.
- Ability to identify and develop volunteer leadership.
- Ability to identify and utilize program resources within the community.
- Ability to communicate effectively through oral, written, and visual channels using traditional educational tools as well as electronic technology (e.g., video, audio, computers, etc.).

- Ability to design and implement an effective marketing plan for assigned responsibilities including element of program marketing, legislative/sponsor marketing and organizational marketing.
- Ability to transport visual aids, tables, meeting materials, etc.

PREFERRED QUALIFICATIONS:

- Coursework or experience in volunteer management and/or youth development.
- Ability to communicate in Spanish both verbally and in writing.

SUBJECT MATTER/BACKGROUND:

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| <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 | |

This is a full-time, exempt position working 40 hrs. per week along with some nights and weekends as needed with an annual salary of \$46,390.00.

All interested candidates must apply online at https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/XMLNAME-4H-Program-Manager---Middletown--NY_WDR-00018209-1

Deadline for applying is April 1, 2019. Position closing dates may change based on Association needs. Full position description available.

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

Program Development	5%
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- Apply 4-H Youth Development subject matter knowledge to provide input in the development of educational strategies for assigned programs to included, but not limited to: Animal Science, Dog, Rabbit, Sheep, Poultry, Goat & Horse; School and After-School Programs; and Community Programs.
- Influence the creation of program materials to address the needs of the youth participants in the above mentioned 4-H Youth Development programs.

Program Delivery	25%
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- Apply subject matter knowledge to create innovative lesson plans in the following assigned 4-H Youth Development programs: 4-H Animal Science, including but not limited to Dog, Rabbit, Sheep Poultry, Goat & Horse; 4-H School & After School Program; 4-H Club Program; 4-H Community Programs.
- Teach innovative, developmentally appropriate 4-H programming with discretion in accordance with the established Plan of Work.
- Teach innovative, developmentally appropriate, 4-H School & After-school programs and activities with discretion in support of School & After-School programming initiatives at all school sites in accordance with the established Plan of Work.
- Teach innovative, developmentally appropriate 4-H Youth Development educational programming and activities in support of assigned 4-H youth development programs, to include: 4-H School & After School Program, 4-H Club Program, 4-H Animal Science Program, and other 4-H Education Programs as identified/needed to support the established Plan of Work.
- Effectively utilize all forms of mass media, including social media, for the innovative delivery of 4-H educational programs.
- Work to foster acceptance of 4-H Youth Development 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 4-H Youth Development Program staff to achieve Association program delivery goals.

Program Evaluation	5%
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- 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.
- Analyze program data, and based on that analysis, assist in making improvements in programming.
- Based on program parameters, interpret evaluation data to constituents as appropriate.

Administrative Responsibilities:

Direction	25%
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- Plan the delivery of educational programs for School and Afterschool programs and Animal Science programs, including but not limited to Dog, Rabbit, Sheep, Poultry, Goat & Horse based on program evaluation data and changing local priorities.
- In collaboration with supervisor, establish program goals and priorities, including providing input from the community on program needs.
- In collaboration with supervisor develop marketing strategies, public affairs and special events to reach target audiences and meet program objectives.
- Provide supervisor with program related information for the budget development process, including strategies for fund development via grants, contracts, fees, contributions and other sources of revenue.
- Strategize ways to expand effective 4-H Youth Development networks.
- Provide input into the planning of all programs to consider the needs of diverse program participants. Provide input for the development of written marketing materials to highlight a program/s.

Management	30%
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- Demonstrate judgement and discretion to independently solve problems and resolve conflicts that arise in the 4-H Youth Development Program utilizing appropriate policies and procedures, as needed.
- Recruit and Oversee volunteers to assist with programming.

- Develop and enhance networks of volunteers and/or professional and non-professionals to extend program implementation.
- Responsible for maintaining and managing program budget in collaboration with the 4-H Issue Leader.
- Guide the implementation of program budget including assistance to identify community and fiscal resources for program continuance and enhancement.
- Manage the implementation of communication strategies to expand program and build awareness.
- Manage conformance to the Volunteer Involvement Policy (VIP), including the recruitment, involvement and management of volunteers in the 4-H Program.

Coordination/Operation	5%
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- Compile and prepare teaching materials necessary for 4-H Youth Development programs.
- Utilize mass media efforts related to program implementation and communication strategies.
- Implement, execute and maintain communication with constituents and the community through a variety of methods such as newsletters, emails, electronic technology, internet, social media, website postings and content.
- Distribute program materials to inform communities of program/s.
- Collect program data and maintain accurate records of program participants.
- Act as contact for volunteers and volunteer leaders within the county; provide complex responses to inquiries.
- Prepare reports demonstrating program progress, accomplishments and the impact on the community.
- Serve as liaison with community to expand 4-H Youth Development networks.
- Coordinate program referrals and ongoing outreach efforts in accordance with established Plan of Work.

Professional Improvement	5%
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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.

Health and Safety	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.

EEO/EPO and Policy	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 3-8-19.

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:

SCOPE OF IMPACT OF THE POSITION:

Moderate - beyond the program

INTERACTION WITHIN ASSOCIATION:

Coordinate major activities/sensitive situations

INTERACTION WITH VOLUNTEERS:

Provide guidance on complex issues

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Limited - Occasional guidance to co-workers

COMPLEXITY OF WORK:

Moderate/High - Occasionally develops practice, suggests policy changes to resolve difficult cases

LEVEL OF DECISION-MAKING ACTIVITY:

High - Within Association

SUPERVISION RECEIVED:

Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

Moderate/High - Frequently writes non-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

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.