

**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 Issue Leader

Position #:

Working Title (if different): 4-H Youth Development Issue Leader

FTE: 1.0

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Lucy T. Joyce, Association Executive Director

Position(s) Supervised / Direct Reports: 2 Association Resource Educators, 1 Association Program Manager, 1 Association Program Coordinator, 1 Association Administrative Assistant, 2 Association Program Educators, and (4-H Park) Facilities Manager.

Volunteer Oversight: No Yes

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POSITION SUMMARY:

The 4-H Youth Development Issue Leader will provide overall, high-level program and administrative leadership for all programming efforts and activities for the 4-H Youth Development program, including administrative oversight of the CCE Education Center & 4-H Park.

Responsible for and provide leadership of program assessment, evaluation, development, and delivery as well as direction, management and coordination of all programming efforts including recruiting, training, managing and supporting volunteers. This position will also ensure that the educational programs reflect the current needs and the diversity of people in the County, and that programs conform to the objectives and mission of Cornell Cooperative Extension and the overall Association.

REQUIRED QUALIFICATIONS:

- Master's degree in Youth Development, Education, or closely related discipline.
- 4 years of relevant work experience. *PHD may substitute for 2 years' experience.*
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Ability to transport/move supplies and equipment, climb stairs with or without reasonable accommodation.
- Ability to clearly communicate (speak, read and write proficiently) in English.
- Ability and willingness to work with diverse audiences and maintain cultural sensitivity.
- Proficiency with windows-based software including use of the internet and Microsoft Office Suite including Outlook, Word, and Excel.
- Knowledge of the principles, theory, research, and application of subject-matter appropriate to area of youth development.
- Ability to communicate effectively through oral, written and visual channels using traditional methods as well as electronic technology.
- Demonstrated experience in effective supervision and management.
- Demonstrated experience with fund development, management and grant writing.
- Demonstrated experience and ability to work independently and as part of a team with internal and external partners at multiple levels within organizations and across communities.
- Ability to initiate, plan, organize, implement and evaluate informal education programs for diverse audiences.

- Ability to effectively lead, manage, and participate in professional team efforts and highly functioning work teams.
- Ability to relate effectively to co-workers, advisors, community, and professional leaders and clientele groups.
- Ability to identify and make use of program resources within the community and to establish a leadership role within the community and association.
- Ability to identify and secure funding that supports programs, including grant writing, developing public and private partnerships.
- Ability and willingness to work with a high degree of integrity, accuracy, organization, sound professional judgment, and the ability to handle confidential, sensitive information.
- Ability to organize, manage, and prioritize multiple tasks, deadlines, requirements, and priorities to complete work in a timely manner and within established deadlines.

PREFERRED QUALIFICATIONS:

- Experience and/or background with Cooperative Extension and 4-H Youth Development.
- Background or course work in leadership, management, education, and/or grant writing/management.
- Ability to generate a credible media presence in the community.
- Experience in guiding and collaborating with volunteers.
- Ability to identify and develop volunteer leadership.

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 fulltime, exempt position working 40 hrs. per week along with some nights and weekends as needed with an annual salary of \$79,837.00. All interested candidates must apply on-line at https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/New-York-State-Other/XMLNAME-4H-Youth-Development-Issue-Leader---Middletown--NY_WDR-00018208

Deadline for applying is April 17, 2019. Position closing dates may change based on Association needs. Full position description available.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Program Responsibilities:

Program Assessment	10%
<ul style="list-style-type: none">• Provide program leadership in applying subject matter knowledge to identify needs, gaps, and trends in youth development for community club and independent members, and for children and youth in the Association's after-school programs, taking note of traditional as well as emerging opportunities, especially in animal sciences, STEM, public speaking, and leadership.• Analyze program needs based on assessments and input from community groups, staff and other interested parties.• Ensure program assessment is aligned with the statewide Plan of Work and the Association Plan of Work.• Develop program needs assessment.• Make recommendations for programmatic offerings, enhancements, and/or improvements based upon assessment.	
Program Development	20%
<ul style="list-style-type: none">• Provide overall program leadership in the application of youth development subject matter knowledge to develop educational strategies for the 4-H Youth Development programming area.• Develop/create high quality educational program materials to address the needs of the program and program participants within the 4-H Youth Development program using proven educational methodologies as well as innovative techniques to reach diverse target populations within the community and region.• Research, identify and select existing resources for use in 4-H Youth Development programmatic offerings.• Ensure that program development and program structure are within both the Association and the statewide Plan of Work and that they meet the diverse needs of program participants.• Maintain direct connection with Cornell University and other Land Grant Universities as appropriate, for guidance in program development, particularly in agricultural, STEM, and afterschool program initiatives.	
Program Delivery	10%
<ul style="list-style-type: none">• Serve as subject matter expert in the area of 4-H Youth Development for staff, volunteers, participants, community organizations, general public and other Youth Development professionals working within the county and the region.• Deliver high quality, innovative and multi-disciplinary program efforts that address local, regional and statewide 4-H Youth Development programming priorities utilizing a variety of teaching methods, including formal and informal workshops, seminars, social and mass media consistent with identified educational needs.• Lead and participate in special projects including but not limited to the before and after school programs, 4-H Leader trainings, County and State Fair, 4-H enrollment campaign, Public Presentations, Clothing Revue, Workshops/Camps, Achievement Night, and other Extension Association activities as assigned.• Consult and utilize target audiences/stakeholders, collaborators, organizations, agencies, government, and other key partners in program delivery efforts.• Deliver volunteer trainings, including but not limited to presentations, workshops, seminars, conferences, individual consultations, electronic and digital media in support of program delivery.• Foster acceptance of programs, methods and policies to address community and individual needs and consider diverse audiences.	

- Maintain direct linkage with Cornell University faculty, program units and other Land Grant Universities as appropriate for program delivery guidance.
- Ensure program delivery is within the scope of the statewide and Association Plan of Work.
- Represent CCE before the public, participants, community leaders, government officials, Cornell or other land grant universities in a professional manner as part of program delivery.

Program Evaluation	5%
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- Develop program evaluation framework to measure program impacts and gain input/insight for continuous improvement.
- Interact with program participants, advisory committees, Cornell faculty, County and key community leaders to obtain evaluation data for programs.
- Provide leadership for analyzing and evaluating programs and communicate outcomes and recommendations to the Executive Director, Board, program advisory committee(s), Cornell faculty, county and key community leaders.
- Maintain direct linkage with Cornell University faculty and program units for program evaluation guidance as needed.

Applied Research	5%
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- Collaborate with Cornell faculty and/or other Land Grant University to design or create applied research collection framework.
- May maintain direct linkage with Cornell University faculty and program units for guidance in applied research.
- Communicate social and economic changes to Cornell University Specialists that may be studied and/or acted upon.
- Ensure applied research is within the scope of the statewide Plan of Work.

Administrative Responsibilities:

Direction	20%
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- Lead the development of program priorities and goals in consultation and collaboration with supervisor, program committees, staff, target audiences/stakeholders, collaborators, organizations, agencies, government, and other key community constituents.
- Lead the development and planning for major public events and programs (i.e. County Fair, State Fair, Public presentations, and 4-H Achievement Night).
- Lead the development and enhancement of community partnerships.
- Lead the development of planning effective, strategic 4-H Youth Development communication and marketing efforts to reach target audiences and meet new and established 4-H programming initiatives.
- Provide leadership in budget development, budget implementation and fiscal management of the 4-H Youth Development program area.
- Develop relationships with partner agencies, organizations, industries, community leaders and other stakeholders to ensure that stakeholders are engaged in the program development process.
- Identify and develop strategies to secure fiscal and community resources for program continuance and enhancement.
- Provide leadership for the development of staffing plans that support educational programming efforts.
- Assist in the planning of mass media efforts related to upcoming events and programs.

Management	20%
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- Provide high level program management in all aspects of the 4-H Youth Development Program area.
- Provide leadership to facilitate problem solving and conflict management that arise in the operation of the 4-H Youth Development program area.

- Implement policy and programmatic changes to address identified gaps/needs in the community, county and/or region.
- Manage and direct the work of 4-H Youth Development staff in the delivery of appropriate, established educational programs and activities.
- Provide supervision, continuous feedback, coaching, and performance management to 4-H Youth Development staff seeking guidance and advice from Supervisor as necessary.
- Ensure expenditure of funds is in compliance with funding requirements and adherence to Association strategies/Plan of Work.
- Actively serve on appropriate regional, state and national committees that support overall educational and organizational efforts of the Cornell Cooperative Extension system and 4-H Youth Development.
- Ensure volunteer direction and management procedures are followed according to established policies and procedures Volunteer Involvement Policy (VIP) by providing guidance, leadership and resources for volunteers and volunteer leaders including recruitment, screening, orientation, training, evaluation, and management.
- Provide leadership and direction to the Education Center & 4-H Park programming, events, development, and staff.

Coordination/Operation	5%
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- Utilize effective marketing and communication strategies in the promotion of 4-H Youth Development programming to include, but not limited to, print media, news media, social media, multi-media efforts and networking/collaborating with government, economic, educational and other organizations.
- Represent the 4-H Youth Development program and Association at community functions and meetings or as requested.
- Serve as liaison to volunteers and volunteer leaders as well as a variety of 4-H volunteer committees.
- Complete required financial documentation to meet the grant or budget requirements.
- Submit grant and/or contracts in order to secure funding.
- Prepare and submit required reports related to programming activities and accomplishments to communicate results to appropriate stakeholders.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses to facilitate continued programming efforts.

Professional Improvement	5%
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- In cooperation with the Supervisor, 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.
- Participate in all required orientation, training, and/or in-service meetings and trainings as scheduled/required.
- Pursue personal growth through expanding personal knowledge of the total organization and through updating techniques and technical skills relating to the position.
- Carry out assignments and other duties as assigned by supervisor, including participation at local fairs, community activities, etc.
- 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 Cooperative Extension programs and 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:

Substantial - beyond Association

INTERACTION WITHIN ASSOCIATION:

Coordinate major activities/sensitive situations

INTERACTION WITH VOLUNTEERS:

Direct volunteer activities

INTERACTION OUTSIDE ASSOCIATION:

Conduct complex business; provide/receive/analyze/develop guidance and advice

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

High - Manages supervisors

COMPLEXITY OF WORK:

High - Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and addresses emerging organizational change

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

High/Substantial - Frequently writes extensive, non-standard responses based on specialized knowledge interpretation of data and/or research

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 10 to 20 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.