

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

Current Incumbent, if any:

Date Written/Revised: 05/31/2019

CCE Classification Job Title: Association Temporary Program

Position #:

Working Title (if different): Gleaning Program Assistant – Seasonal

FTE: .5

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Stiles Najac, Association Community Liaison – Gleaning Program

Position(s) Supervised / Direct Reports: None

Volunteer Oversight: No Yes

POSITION SUMMARY:

This position works under the general supervision of the Association Community Liaison – Gleaning Program to assist in Agriculture Gleaning Program including: planning, organizing, implementing and evaluating of agricultural programs, responding to producer requests for agricultural information and assisting with the collection of produce, data and other educational activities. This position will work in collaboration with the Gleaning Program, a grant-funded program, following grant guidelines. This person will represent the Association to the public, community leaders, government officials, the media and Cornell University.

This is a non-exempt, temporary position, seasonal, working 20-25 hours per week. One position is June through December.

REQUIRED QUALIFICATIONS:

High School Diploma or equivalent.

Six months to one year volunteer or work experience.

Ability to lift and move 75 pounds.

Ability and willing to work outdoors in the fields during duration of employment.

Must have a valid, clean driver's license and pass require Motor Vehicle check prior to employment.

Willing to learn to drive 18 foot truck – no commercial license required.

Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Ability to meet acceptable background check standards as required.

PREFERRED QUALIFICATIONS:

Two years of college and course work in Agriculture, Social Sciences, or related fields.

Two years of work or volunteer experience.

Ability to drive an 18 foot truck – no commercial license required.

Desired: Bilingual – Spanish – read, write and speak.

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 | |

TEMPORARY, SEASONAL POSITION – JULY 1, 2019 THROUGH DECEMBER 31, 2019 – NON-EXEMPT, GRANT FUNDED. SALARY \$14.00 PER HOUR. TO APPLY, SEND EMAIL AND RESUME TO [PK333@CORNELL.EDU](mailto:PK333@cornell.edu)

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Program Responsibilities:

Regular Duties:

- Regular duties will be harvesting in the fields on a day to day schedule.
- Responsible for working on various farms harvesting produce, boxing and delivering to appropriate facility, working with farmers, other staff and/or volunteers.
- Pickup and delivery of slaughtered deer to transport (no butchering) as needed.
- Assisting Educator with the Farm to School Program if needed.
- Maintenance of the vehicle is required – cleaning of truck bay at the end of each day.
- Work with farmers and volunteers building positive relationships.
- Assist Educator/staff with programming – planning, organizing, implementing, and evaluating programs.
- Assist with field visits including data collection, farmer requests and inquiries, and collection of produce.
- Respond to new farmer information requests with the guidance of area-appropriate Educator.
- Other duties as assigned.

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| 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 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. | |

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| 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.• 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. | |

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:

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:

None - No responsibility for others

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:

Substantial - Detailed instructions or guided by standard policy/procedures

SUPPORT SKILLS-WRITING

Low - Usually issues standard responses

SUPPORT SKILLS-COMPUTER

Low - Uses basic business/technical programs/applications to perform responsibilities

WORKING CONDITIONS:

ESSENTIAL PHYSICAL

REQUIREMENTS*:

Typically lifts more than 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. |