

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

**Current Incumbent, if any:** Open Position

**Date Written/Revised:** 05-22-2018

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

**Position #:** TBD

**Working Title (if different):** WCSD/IHC After School Program Coordinator

**FTE:** 100%

**Reason:**  New Position  Revision

**FLSA:**  Exempt  Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Mitch McCormick, Association Community Liaison

**Position(s) Supervised / Direct Reports** (*The following positions report directly to this incumbent. Please use classification titles.*) Association Temporary Program (11).

**Volunteer Oversight:**  No  Yes (*If the answer is Yes, please indicate number of volunteers supervised.*)

**POSITION SUMMARY:**

This position will serve as the Watertown City School District and Immaculate Heart Central School After School Program Coordinator for Cornell Cooperative Extension Association of Jefferson County in support of the 21<sup>st</sup> Century Community Learning Center (CCLC) and Advantage After School Programs. The After School Program provides comprehensive youth development opportunities for youth in grades 5-8 from the Watertown City School District and Immaculate Heart Central School. Specific schools in the district include Wiley Intermediate School and Immaculate Heart Central School. The Program Coordinator will provide program coordination and supervision to assist the After School Director in ensuring the program meets health, safety and licensing standards and offers a quality youth development educational experience. This position will also assist with After School Program academic improvement initiatives, meeting the program objectives/goals and working with the Outside Evaluator on evaluation protocols. This position will utilize existing program resources and materials in program work, and will assist in delivering educational programs as defined. The Program Coordinator will provide supervision to Association Temporary Program positions assigned to the Watertown City School District and Immaculate Heart Central School After School Program.

**REQUIRED QUALIFICATIONS:**

- Bachelor's Degree or equivalent education (Associate's Degree and 2 years of transferrable program/functional experience).
- Experience relevant to the role of the position.
- Valid NYS Driver's License and the ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- Ability to meet acceptable background check standards (After-School Checks –Grant Based).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

- Demonstrated knowledge of subject matter appropriate to area of programming.
- Demonstrated ability to supervise staff, interns, teacher tutors and student tutors and provide oversight to volunteers.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups; adults and youth.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Demonstrated ability to organize reference materials for programming purposes.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated to utilize computer technologies for educational and communication purposes.

**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>Program Delivery</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Teach the existing educational program as defined.</li> <li>• Implement existing educational after-school programs and activities as needed in the after school programs to include, but not limited to: environmental science and natural resources; violence prevention; community service; life skills development; cultural activities (i.e. art, music and theatre).</li> <li>• Implement already-established 4-H Youth Development educational programming and activities in support of other 4-H programming efforts as identified/needed to support the established plan of work.</li> <li>• Work to foster acceptance of the After School program, methods, and policies while addressing community and individual needs and considering diverse audiences.</li> <li>• Utilize established program resources and materials in providing information and resources to program participants in established 4-H programming.</li> <li>• Provide 4-H educational programs via mass media.</li> <li>• Assist the After School Director and/or Youth and Family Development Issue Leader in ensuring that program delivery is within scope of the statewide and Association Plan of Work.</li> <li>• Utilizing established materials, serve as subject matter resource in the area of 4-H Youth Development and provide standard responses.</li> <li>• Serve as a team member and cooperate with the entire Association and Youth and Family Program staff to achieve Association program delivery goals.</li> </ul>	

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Assist After School Director and other program staff with limited-complexity administrative tasks in the planning of educational programs in 4-H Youth Development.</li> <li>• Provide input to the After School Director in planning the structure of delivering educational programs via various methods.</li> <li>• Provide input to the After School Director in planning the delivery of established educational program goals.</li> <li>• Assist After School Director in proposing program budget based on established financial guidelines and/or procedures and assist in the allocation of program budget amounts.</li> <li>• Provide administrative assistance in planning for mass media efforts in the After School Program.</li> <li>• Assist in identifying opportunities for After School Program fund development activities.</li> </ul>	

<b>Management</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Provide low-complex administrative management of established educational program goals.</li> <li>• Provide moderately-complex administrative tasks in guiding the implementation of the program area budgets.</li> <li>• Provide low-complexity administrative tasks in guiding the implementation of communication strategies.</li> <li>• Solve problems and resolve conflicts that arise in the After School Program utilizing appropriate policies and procedures.</li> <li>• Give guidance to volunteers and staff, including those performing similar work utilizing established practices and procedures.</li> <li>• Assist in identifying and recommending program needs (i.e. program supplies and materials) to the After School Director.</li> <li>• Assist the After School Director in ensuring the program meets health, safety and other licensing standards.</li> </ul>	

- Provide management (including recruitment and selection) and supervision (including guidance, performance feedback and annual performance reviews) to designated staff in accordance with established policies, procedures and protocol, and provide regular staffing updates to the After School Director, Youth and Family Development Issue Leader and/or Executive Director as required.

<b>Coordination/Operation</b>	<b>75%</b>
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- Coordinate, compile and organize existing program resources and program materials.
- Implement established program schedule.
- Assist with program evaluation to include: collecting evaluation and needs assessment data from program participants.
- Coordinate program implementation efforts, planning and activities.
- Organize and coordinate activities related to After School Programming.
- Assist in the allocation of program budget amounts.
- Prepare and submit expense reports.
- Draft standard and non-standard communications requiring only occasional guidance from After School Director.
- Provide administrative support for an Advisory Committee of parents, educators, community members and students to assist with program implementation and planning.
- Coordinate identified administrative aspects of the After School Program to include, but not limited to: ordering and inventory of supplies (including end of year inventory), assist with marketing of After School Program, assist with staff interviews as needed, assist with brochure development and distribution.
- Provide administrative support for fund development activities as identified.
- Assist in utilizing effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.
- Contribute and communicate 4-H news to include, but not limited to: articles of interest to program participants, parents and volunteers, recognition and program information.
- Provide basic information to community media representatives regarding individual programs and refer other questions to other staff members as appropriate.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
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- Participate in required training to meet SACC (School Age Child Care) licensing regulations.
- 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 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.
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- 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.
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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.

- 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.*

**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:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

Provide general guidance

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

Moderate - Supervises, assigns and reviews work of 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:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**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



## 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>