CURRENT INCUMBENT, IF ANY: Open Position

CCE CLASSIFICATION JOB TITLE: Association Team Leader

WORKING TITLE (IF DIFFERENT): 4-H Youth and Family Team Leader

REASON: □ New Position ☒ Revision

DATE WRITTEN/REVISED: 11-26-2019

POSITION #: TBD

FTE: 100%

FLSA: ☒ Exempt □ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor’s Name and Classification Job Title: Patrick Ames, Association Executive Director

Position(s) Supervised / Direct Reports (The following positions report directly to this incumbent. Please use classification titles.) Association Subject Educator I (3), Association Program Manager (1), Association Program Educator II (2), Association Temporary Program (1-3)

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

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the Youth and Family Lead for Cornell Cooperative Extension Association of St. Lawrence County and will be responsible for providing leadership in the planning, assessment, development, coordination, implementation and evaluation of all 4-H Youth and Family educational programs in St. Lawrence County. Primary responsibilities will be leading the development, coordination and implementation of all 4-H Youth and Family educational programs to include, but not limited to: 4-H Clubs, Farm Day Camp, 4-H Afterschool, School Enrichment, and Special Interest, as well as management of all administrative functions for these programs. This position will also work to expand/develop a strong, heavily involved volunteer base in the area of 4-H Youth Development and will provide program implementation and administration direction and coordination for all aspects of 4-H volunteer management to include, but not limited to: recruitment of new 4-H volunteers; providing orientation and training of 4-H volunteers; and providing ongoing follow-up to volunteers that ensures initial and continued 4-H club success. This position will direct 4-H Youth and Family Program volunteers and will also provide supervision to assigned 4-H program staff as defined.

REQUIRED QUALIFICATIONS:

Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

• Master’s Degree.
• Two (2) years of volunteer or related work experience.
• 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:

Specify preferred specialized education, field and/or certifications.

• Two (2) years of supervisory experience.
• Familiarity with 4-H Club Management and 4-H Volunteer Management.
• Familiarity with community-based partners, both public and private, and the ability to work collaboratively in coalition/advisory group capacity.
• Demonstrated ability to write curriculum and experience in program development.
• Demonstrated ability to coordinate budgets, grants and marketing for educational programs.
• Demonstrated ability to initiate, plan, organize, implement, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
• 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 ability to utilize computer technologies for educational and communication purposes.

**SUBJECT MATTER/BACKGROUND:**

- Agriculture and Food Systems
- Nutrition, Food Safety & Security and Obesity Prevention
- Environment and Natural Resources, Sustainable Energy and Climate Change
- Community and Economic Vitality
- 4-H Youth Development and Children, Youth and Families
- General Administration
- Information Technology
- Finance
- Human Resources
- Communication
- Grant/Contract
- Other
- 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, which can be performed with or without reasonable accommodations. 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.)

✔ Please refer to the Program and Administrative job category profiles.

**Program Responsibilities:**

<table>
<thead>
<tr>
<th>Program Assessment</th>
<th>10%</th>
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<tbody>
<tr>
<td>• Lead the application of subject matter knowledge to identify local and regional program needs, along with program committees, community agencies, and program participants, in an effort to identify gaps and trends in the community.</td>
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<tr>
<td>• Lead the development of program needs assessment.</td>
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<tr>
<td>• Analyze 4-H Youth and Family Program needs.</td>
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<tr>
<td>• Make recommendations for program offerings, enhancements, and improvements based upon program assessment.</td>
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<tr>
<td>• Maintain linkages and connections with other Associations and Cornell faculty/area teams for program assessment guidance.</td>
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<tr>
<td>• May be involved in multi-disciplinary and/or multi-Association team efforts to assess program.</td>
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<tr>
<td>• Ensure program assessment is within the scope of the statewide Plan of Work.</td>
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<thead>
<tr>
<th>Program Development</th>
<th>15%</th>
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<tbody>
<tr>
<td>• Lead the application of subject matter knowledge to develop 4-H Youth and Family education programming and apply high level subject matter knowledge to develop educational strategies to meet identified needs within the county and region and to meet grant requirements.</td>
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<tr>
<td>• Lead the creation of innovative educational programs that are reflective of, and responsive to, the needs of the diverse community.</td>
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<td>• Lead the development of program materials to address the needs of clients and program participants.</td>
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<td>• Research, identify and select existing resources for program use.</td>
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<tr>
<td>• Interpret Association program direction to create educational programs.</td>
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<tr>
<td>• Interpret University program direction to create educational programs.</td>
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<tr>
<td>• Develop policy and environmental change initiatives within the county and/or region to serve as the focus for new and improved programming efforts.</td>
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<tr>
<td>• Work with other Associations and Cornell faculty/area teams for program development guidance.</td>
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<tr>
<td>• Ensure program development is within the scope of the statewide Plan of Work.</td>
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<tr>
<td>• May be involved in multi-disciplinary and/or multi-Association efforts to develop program to address priority issues.</td>
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<tr>
<td>• Maintain direct linkage with Cornell University faculty and program units for program development guidance.</td>
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<tr>
<td>• Make programmatic changes based on program evaluation outcomes.</td>
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Program Delivery | 10%
---|---
- Lead the application of subject matter knowledge to create lesson plans and adapt approved curriculum and materials to meet program objectives.
- Teach the existing educational programs as designed and with discretion.
- Serve as a 4-H Youth and Family education subject-matter expert to program committees, staff, and participants, including other agencies.
- Direct implementation and delivery of a menu of 4-H Youth and Family educational activities to include, but not limited to: volunteer leadership, club management, community service, life skills development, student leadership, healthy lifestyles, nutrition, food safety.
- Direct implementation and delivery of a menu of 4-H Youth and Family educational programs to include, but not limited to: 4-H Club Program, Farm Day Camp, North Wind Afterschool, Extension Learning Farm, Extended Day Program, and Extension Kitchen.
- Teach 4-H Youth and Family educational programming and program activities in support of other 4-H Youth Development programming efforts with discretions to support the established Plan of Work.
- Provide 4-H Youth and Family Program information to bring awareness to the public in the form of impact statements, articles for progress/annual reports, and news releases.
- Work to foster acceptance of the 4-H Youth and Family Programs, methods and policies while addressing community and individual needs with consideration of the needs of diverse audiences.
- Lead Association team efforts through joint implementation of multi-disciplinary programs and program activities to deliver 4-H Youth and Family programming.
- Serve as a team member and cooperate with the entire Association and Youth and Family Program staff to achieve Association program delivery goals.
- Represent CCE before the public, participants, community leaders, government officials, Cornell University or other land grant universities in a professional manner.
- Maintain direct linkage with Cornell University faculty and program units for program delivery guidance.

Program Evaluation | 10%
---|---
- Lead the application of subject matter knowledge to analyze and evaluate program efforts in St. Lawrence County and as a support for the 4-H Youth and Family Program; make recommendations to the Association Executive Director, program committees, and other stakeholders.
- Design or create program evaluation framework.
- Implement program evaluation process.
- Interpret and communicate evaluation results and findings to the Association Executive Director, program committees, and county and community leaders, as appropriate.
- Maintain direct linkage with Cornell University faculty and program units for program evaluation guidance.
- May be involved in multi-disciplinary team efforts to design or analyze program evaluation.
- Ensure program evaluation is within the scope of the statewide Plan of Work.

Administrative Responsibilities:

Direction | 20%
---|---
- Provide leadership in the interpretation of program priorities and goals in consultation with the Association Executive Director, program committees, Cornell faculty, agency partners and other community constituents in assigned programming areas.
- Provide leadership to the interpretation of University program direction to plan educational program areas.
- Provide leadership to the planning of the delivery of established educational program goals within the county and/or region.
- Provide leadership to staff in the development of marketing strategy and program delivery methods.

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• Plan program delivery implemented by direct reports following the Association Plan of Work.
• Assist in planning major public events and functions (i.e. County Fair, State Fair, Dairy Princess Festival, Pumpkin Festival, Day at the Farm, Extension Open House).
• Collaborate in Association team efforts through joint planning of multi-disciplinary programs and program activities to deliver 4-H Youth and Family programming.

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<th>Management</th>
<th>20%</th>
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| • Provide fiscal management and oversight of the Association’s 4-H Youth and Family Program.
  • Effectively manage resources available to the program area, and to ensure accountability and affirmative action requirements are met within the program area.
  • Recruit and hire qualified candidates for 4-H Youth and Family positions following Cornell established EEO practices; orient and direct new educators to ensure consistency of philosophy and implementation of 4-H Youth and Family expectations with support from the Association Executive Director.
  • Supervise, coach and direct all 4-H Youth and Family Educators for the Association, to include: performance evaluation and annual performance reviews; providing feedback and overall performance management, and fostering the development of confidence and competence in program delivery and interaction with diverse audiences.
  • Work with Association Executive Director to implement and manage systems (i.e. ES-237 and other federal reporting requirements) to capture program activities and progress, to include metrics for reporting.
  • Manage and monitor the budget expenditures for the Association 4-H Youth and Family Program.
  • Supervise and manage the expenditure of funds consistent with Association policies and funders; plan for the purchase of supplies and equipment.
  • Provide guidance to staff on the implementation of evaluation strategies for program improvement.
  • Solve problems and resolve conflicts that arise in the 4-H Youth and Family Program utilizing appropriate policies and procedures.
  • Perform high level of support for all aspects of volunteer management to include:
    - Recruitment of new 4-H and Association volunteers and ensure all volunteers have the required screening documentation.
    - Provide volunteer orientation.
    - Serve as an accessible resource to volunteers by providing follow-up support to ensure initial and continued 4-H Club success.
  • Provide oversight to 4-H and Association volunteers, including, but not limited to: implementation of all aspects of the Volunteer Involvement Policy (VIP), providing support to 4-H Leaders.
  • Provide guidance and problem solving when needed, to program volunteers in accordance with established policies and procedures.
  • Ensure grant and funding proposal completion in an effort to secure additional program funding as appropriate.

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<th>Coordination/Operation</th>
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| • Provide administrative leadership to the coordination of assessment, development, delivery and evaluation of established educational program goals in the 4-H Youth and Family Program Area.
  • Effectively maintain existing professional relationships with other agencies, organizations, and businesses that promote effective communication and facilitate continued programming efforts.
  • Work with collaborators that serve 4-H Youth and Family audiences to coordinate programming and increase reach to target groups.
  • Promote major public events and programs (i.e. County Fair, State Fair, Dairy Princess Festival, Pumpkin Festival, Day at the Farm, Extension Open House).
  • Coordinate all aspects of the 4-H and Association volunteer enrollment and reporting process and work with administration to ensure all volunteer files, paperwork and communication has occurred in accordance with established policies and procedures.
  • Facilitate volunteer trainings.
• Contribute to newsletters, distribute 4-H club enrollment packets and provide 4-H project resources and provide administrative support as appropriate.
• Lead the coordination of 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.
• Compile existing resources into educational program materials.
• Collect evaluation data and program needs assessments from program participants based on existing evaluation framework and guidelines.
• This program may require the transport of program participants and/or program materials and resources in performing position responsibilities.

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<th>Professional Improvement and Other Duties as Assigned</th>
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<td>• 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.</td>
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<td>• 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.</td>
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<tr>
<th>Health and Safety</th>
<th>Applied to all duties and functions.</th>
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<tbody>
<tr>
<td>• Support the association to maintain a safe working environment.</td>
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<td>• Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.</td>
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<tr>
<td>• Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</td>
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<th>EEO/EPO and Policy</th>
<th>Applied to all duties and functions.</th>
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<tbody>
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<td>• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.</td>
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<tr>
<td>• Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.</td>
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<tr>
<td>• Be aware of, and adhere to, established Cornell Cooperative Extension Association of St. Lawrence County policies and procedures.</td>
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<tr>
<td>• Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.</td>
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Equal Opportunity Employment
Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

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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:**
Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**
Direct volunteer activities

**INTERACTION OUTSIDE ASSOCIATION:**
Conduct complex business; provide/receive/analyze/develop guidance and advice

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**
Moderate - Supervises, assigns and reviews work of others

**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:**
Moderate - Within multiple functional areas

**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

* Check applicable level after considering reasonable accommodations

**OPTIONAL:**

**SIGNATURES**

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>SUPERVISOR SIGNATURE</td>
<td>DATE</td>
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<tr>
<td>ASSOCIATION EXECUTIVE DIRECTOR SIGNATURE</td>
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Skills for Success
(The following skills are essential for individual and organizational success.)

<table>
<thead>
<tr>
<th>Skills</th>
<th>Examples of Demonstrated Behavior</th>
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</table>
| Health and Safety | - 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.  
- 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. |
| Job Skills    | - 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. |
| Inclusiveness | - 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.  
- Modifies one’s preferred way of doing things when it benefits the whole focusing on long-term vision rather than short-term gains. |
| Adaptability  | - 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. |
| Self-Development | - 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. |
| Communication | - 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. |
| Teamwork      | - 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. |
| Service-Minded | - 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. |
| Stewardship   | - 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. |
| Innovation    |                                                                                                                                                                                                                                     |