

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 09-29-2021

**CCE Classification Job Title:** Association Temporary Program

**Position #:** TBD

**Working Title (if different):** After-School Program Assistant Coordinator

**FTE:** 75%

**Reason:** New Position Revision

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Rachel Thomas, Association Program Manager (for Indian River School District) or Kevin Chamberlin, Association Program Coordinator II (for Watertown City School District)

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* Association Temporary Program Position at respective site (approximately 2-5).

**Volunteer Supervision:** Yes, No *(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 4-H After-School Program Assistant Coordinator for Cornell Cooperative Extension Association of Jefferson County in support of Extended School Days Program (schools will include Ohio, North, Knickerbocker, Theresa, Philadelphia, Evans Mills and Calcium) and will provide comprehensive 4-H youth development opportunities for youth in grades K-3/4 enrolled in the program. This position will provide established guidance and direction for program participants and after-school activities, including club and life skills, as well as assisting the collaborating teachers during the academic study portion of the program. This position will provide instruction utilizing established 4-H curriculum in the areas of environmental science and natural resources, science, technology engineering, art and math (STEAM). Healthy lifestyles programming will also be incorporated into programming. This position will utilize existing program resources and materials in program work, assist in the creation of program lesson plans, utilize a variety of delivery methods and assist in delivering established innovative educational programs as assigned. This position will also provide staffing and/or programming coverage, as needed, for other Cornell Cooperative Extension Association of Jefferson County 4-H After-School Programs.

**REQUIRED QUALIFICATIONS:**

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

- Associate's Degree or equivalent education (GED/High School Diploma and 1 year transferrable/program 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 meet all School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing requirements (i.e. Tuberculosis Test, physical exam, training requirements).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

*Specify preferred specialized education, field and/or certifications.*

- Familiarity of subject matter appropriate to area of programming (4-H Youth Development).
- Demonstrated initiative, reliability and dependability.
- Demonstrated ability to organize, implement, and teach informal educational programs.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.
- Demonstrated ability to participate in professional team efforts.
- Demonstrated supervisory experience.

**SUBJECT MATTER/BACKGROUND:** *(Program job family only.)*

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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               |   |

**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>80%</b>
<ul style="list-style-type: none"> <li>Utilize established program resources and materials in providing information and resources to program participants in established 4-H programming.</li> <li>Teach a menu of existing educational programs and activities as defined in support of 4-H after-school programming efforts including, but not limited to: science, technology, engineering, art and math (STEAM), to include healthy living.</li> <li>Assist 4-H After-School Program Educators in the creation of lesson plans and assist in teaching innovative educational programs as assigned.</li> <li>Assist 4-H After-School Program Educators in providing established 4-H after-school educational programs via multi-media, as assigned.</li> <li>Assist teachers, as needed, during the academic study portion of the program.</li> <li>Via established program parameters, communicate and cooperate with school personnel to foster intentional instruction and to address the needs and interests of participating youth.</li> <li>Serve as a team member and cooperate with the entire Association and Youth and Family Development Program staff to achieve Association goals.</li> <li>Provide staffing and/or programming coverage, as needed, for other Cornell Cooperative Extension Association of Jefferson County 4-H After-School Programs.</li> </ul>	

<b>Program Evaluation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Implement program evaluation as designed by the Outside Evaluator and New York State Education Department (NYSED).</li> <li>Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes within program areas for all 4-H After-School Programs offered.</li> <li>Assist in the interpretation of evaluation data and in the communication of evaluation results to constituencies as assigned.</li> </ul>	

**Administrative Responsibilities:**

<b>Management</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Provide support and assist with problem solving when needed, to Temporary Program Educators in the 4-H After-School Program in accordance with established practices and procedures, and involving the 4-H After-School Program Manager when appropriate.</li> <li>Assist 4-H After-School Program Manager in managing 4-H fund development activities as appropriate.</li> </ul>	

<b>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Under the direction of the After-School Program Manager, coordinate and assist with program projects and program outreach efforts as instructed per already established program parameters.</li> <li>Coordinate, compile and organize existing program resources and program materials.</li> <li>Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.</li> <li>Effectively communicate with parents of school districts as needed to achieve program goals.</li> <li>Provide administrative assistance in the marketing and promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.</li> </ul>	

- Provide administrative assistance in the completion of reports as required by the funding sources and/or the Association.
- This program 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 trainings to meet School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing regulations.
- In cooperation with Supervisor, 4-H After School Director, Issue Leader 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.**

*Reviewed by SBN HR Lead – 09-29-2021 - jac*

**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:**

None to limited

**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**

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

**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**

\_\_\_\_\_  
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
<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>