

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 6-27-2022

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

**Position #:** TBD

**Working Title (if different):** Substitute After-School Program Educator

**FTE:** 37.5%

**Reason:** ☐ New Position ☒ Revision

**FLSA:** ☐ Exempt ☒ Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Association Program Coordinator/Manager

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* The position incumbent has no supervisory responsibilities/direct reports.

**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 a Substitute After-School Program Educator for Cornell Cooperative Extension Association of Jefferson County in support of the 4-H Afterschool Program and will provide comprehensive 4-H youth development opportunities for youth in grades K-12. Substitute After-School Program Educators may be assigned to work in one or multiple of the following school districts: Beaver River Central School District, Belleville Henderson Central School District, Carthage Central School District, Copenhagen Central School District, Indian River Central School District, LaFargeville Central School District, Watertown City School District. This position will provide coverage for the districts listed above, as assigned. 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). 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 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.

**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  
☐ Facility

- ☐ Farm  
☐ Grant/Contract  
☐ Communication  
☐ Other

**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>85%</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).</li> <li>Assist After-School Program Coordinator in the creation of lesson plans and assist in teaching innovative educational programs as assigned.</li> <li>Assist After-School Program Coordinator and other 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>Provide staffing and/or programming coverage, as needed, for other Cornell Cooperative Extension Association of Jefferson County After-School Programs.</li> <li>Serve as a team member and cooperate with the entire Association and Youth and Family Development Program staff to achieve Association program delivery goals.</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 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>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Under the direction of the After-School Program Coordinator, 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>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> <li>Provide administrative assistance in the completion of reports as required by the funding sources and/or the Association.</li> <li>Effectively communicate with parents of school districts as needed to achieve program goals.</li> <li>Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.</li> <li>This program may require the transport of program participants and/or program materials and resources in performing position responsibilities.</li> </ul>	

<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 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>	<b>Applied to all duties and functions.</b>
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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>	<b>Applied to all duties and functions.</b>
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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 – 6-27-2022 – jac*

**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 information

**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:**

High - General supervision

**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 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

\_\_\_\_\_  
DATE

## SKILLS FOR SUCCESS

*(The following skills are essential for individual and organizational success.)*

As a member of Cornell Cooperative Extension I...

### 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.

### Interact with integrity...So people are respected and engaged.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

### Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

### Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

### Communicate clearly and consistently...So people are informed and heard.

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

## SKILLS FOR SUCCESS

*(The following skills are essential for individual and organizational success.)*

**Act and take initiative...**I take ownership of my work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

**Display sound judgment in problem solving...**People seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

**Proactively seek self-development and coaching opportunities...**People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

### Job Skills

- 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.