

**CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ST. LAWRENCE COUNTY
STAFF POSITION DESCRIPTION**

Current Incumbent: Open Position

Date Written/Revised: 2-5-2023

CCE Classification Job Title: Association Temporary Camp

Position #: TBD

Working Title (if different): North Wind Farm Day Camp Activity Leader

FTE: 100%

Reason: ☒ New Position ☐ Revision

FLSA: ☒ Exempt ☐ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Gabriel Craig, North Wind Program Leader

Position(s) Supervised / Direct Reports: Temporary Program positions

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 North Wind Farm Day Camp Activity Leader for Cornell Cooperative Extension Association of St. Lawrence County. The North Wind Farm Day Camp is located at the Cornell Cooperative Extension Learning Farm in Canton, New York. The primary responsibilities of this position will include, but not be limited to: assisting in the delivery of quality educational and recreational camp programs that are safe, fun, and encourage kids to grow and learn in a supportive environment; assist with providing overall supervision for the camp program; lead compliance with all camp policies and procedures that protect camper and staff health and safety; take corrective actions to reduce risks and insure safe camp management; assist in administering the daily schedule effectively, balancing activities and daily routines and adjusting for weather-related or other issues; assist in staff guidance and understanding of program activities, supplies, and counselor responsibilities during activities.

REQUIRED QUALIFICATIONS:

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

- Must be at least 21 years of age, as per NY DOH regulations.
- Ability to meet acceptable background check standards (DMV and criminal background checks).
- One (1) year of past camp leadership or equivalent leadership experience.
- Successful completion of Farm Day Camp staff training.
- Special requirements and/or training may be needed to meet NYS Department of Health regulations to teach a specific class.
- Desire and ability to work with and provide supervision for youth of all age and skill levels.
- Ability to interact with the public in a professional manner.
- Ability to organize, prepare, and lead activities and classes.
- Ability to accept supervision and guidance.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability to conduct themselves in a professional and mature manner in all situations.
- First Aid and CPR certification preferred but not required or the ability to obtain certification.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Two (2) years of past camp experience preferred.
- Strong organizational skills and the ability to prepare and implement activities and plans as created by the Camp Director and Program Leader.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual, auditory, and physical ability to identify and respond to environment and other hazards related to assigned class and other activities.
- Possess strength and endurance required to maintain constant supervision of campers.
- Ability to work with different age and skill levels.
- Ability to plan and conduct activities that meet the educational goals of an assigned class.

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:

Job Duties <i>(Development, Delivery, Evaluation)</i>	85%
<ul style="list-style-type: none"> Implement daily activities as planned by the Camp Director and the Program Leader. Participate in all assigned aspects of the Farm Day Camp's daily routine. Teach assigned classes, activities, and duties. Assist staff or other counselors in leading camp programs and activities. Represent Farm Day Camp and Cornell Cooperative Extension in a professional manner to campers and their families, and the general public. 	

Administrative Responsibilities:

Job Duties <i>(Direction, Management, Coordination)</i>	10%
<ul style="list-style-type: none"> Organize and prepare daily activities as planned by the Camp Director and the Program Leader. Supervise all assigned aspects of the Farm Day Camp's daily routine. Enforce camp safety and health regulations. Prepare assigned classes, activities, and duties. Keep inventory of class materials and equipment and request additional supplies when necessary. Prepare for, and actively participate in, staff trainings and meetings. Be a positive role model for campers including cleanliness, punctuality, sharing in clean up and chores, sportsmanship, table manners, and the following of camp rules and regulations. Supervise program area staff in designated program discipline. Perform other duties as assigned and/or reassigned as directed/required by the Camp Director or Camp Specialist. This position may require the transport of program participants and/or program materials and resources. 	

Professional Improvement and Other Duties as Assigned	5%
<ul style="list-style-type: none"> 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. 	

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 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. 	

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.
- Be aware of, and adhere to, established Cornell Cooperative Extension Association of St. Lawrence 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 and Approved by SBN HR Lead– 3-3-2023 –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:

Receive/provide information

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Low - Supervises others who perform similar work

COMPLEXITY OF WORK:

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

LEVEL OF DECISION-MAKING ACTIVITY:

Low - Within program/functional area

SUPERVISION RECEIVED:

Substantial - Detailed instructions or guided by standard policy/procedures

SUPPORT SKILLS-WRITING

Limited writing required

SUPPORT SKILLS-COMPUTER

Limited - Uses basic communication and time-collection tools

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 leader 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.

- Convey respect and professionalism in interactions.
- Seek to understand and then to be understood.
- Put others at ease and respond calmly even in difficult situations.
- Be honest and trustworthy; have a high standard of personal conduct.
- Acknowledge your mistakes and errors, take timely corrective actions, including an apology if appropriate.
- Demonstrate empathy and compassion for others.
- Give, ask for and act on feedback.
- Manage conflict, taking uncomfortable or unpopular action when necessary.

Create an open and inclusive environment...So people feel like they belong.

- Create an environment of trust.
- Demonstrate respect for all individuals.
- Actively invite new ideas, alternatives and perspectives.
- Integrate workplace flexibility as a part of the results-oriented work culture.
- Speak up and take action if others are being excluded or treated inappropriately.
- Acknowledge the support and contributions of every person.

Inspire and articulate a shared vision and mission...People know how their work aligns with the Association and team goals.

- Understand the Association's strategic goals and deliver aligned outcomes.
- Be adaptable, embrace, promote and implement change.
- Deliver results today with a sustainable future in mind.
- Demonstrate foresight and imagination to see possibilities, opportunities and trends.
- Model stewardship within the organization and Association.
- Monitor and re-evaluate decisions, priorities and plans in order to achieve a vision.

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

- Listen first.
- Share important information and decisions in a timely manner.
- Ensure people have a clear understanding of the expectations and desired results.
- Convey thoughts clearly, verbally and when in writing.
- Adapt messaging to audience.
- Summarize other points of view to confirm understanding.

SKILLS FOR SUCCESS

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

Empower staff to act and take initiative...

People are supported and confident in taking ownership of their 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 proactively seek solutions to deliver results.

- Bring stakeholders together to create alignment, shared understanding and action.
- Ask insightful and probing questions.
- Use data and metrics to provide informed and thoughtful analyses.
- Consider impact on others outside your immediate area.
- Synthesize complex information.
- Anticipate obstacles and generate alternatives.

Am a great coach...People understand their current role and career options.

- Make work challenging, meaningful and engaging for others.
- Identify and focus on the most significant priorities, setting achievable goals, milestones and deadlines.
- Provide others with productive and timely feedback.
- Delegate and provide good exposure for team members.
- Develop people and support their growth and mobility.

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.