

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WYOMING COUNTY
TEMPORARY STAFF POSITION DESCRIPTION

Current Incumbent, if any: *Vacant*

Date Written: 7/1/2025

CCE Job Title: Association Temp Program (11194)

Position #: TBD

Working Title (if different): Agriculture Intern

FTE: 0.15

Scheduled Weekly Hours: 6

Reason: ☒ New Position ☐ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Don Gasiewicz, Association Program Manager

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* NONE.

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

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

The Agriculture Intern will assist with garden projects, county fair, and office projects. The goals of the internship are:

- Introducing intern to a professional work environment.
- Provide hands-on experience with tasks relevant to the field.
- Build soft skills such as communication, time management, and teamwork.
- Encourage reflection on career interests and future goals.

REQUIRED QUALIFICATIONS:

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

- Grade Level
 - Must be entering Grade 11 or 12 in the upcoming academic year.
- Academic Standing
 - Must be in good academic standing with a GPA of 2.5 or higher (or equivalent).
- Interest in Agriculture
 - Demonstrated interest in agriculture, environmental science, biology, or related fields.
 - Preference given to students involved in FFA, 4-H, science clubs, or similar programs.
- Community Engagement
 - Willingness to interact with local farmers, ag professionals, and the public in a respectful, professional manner.
- Skills & Abilities
 - Basic math proficiency.
 - Willingness to learn data collection and presentation techniques.
 - Strong communication and teamwork skills.
 - Basic knowledge and ability to use windows-based software including use of the internet and Microsoft Office Suite.
 - Ability to clearly communicate (speak, read, and write proficiently) in English.
- Availability
 - Must be available to work at least 15–20 hours per week during the summer program (exact dates provided upon acceptance).
 - Ability to work flexible hours, which may include evenings and/or weekends, as appropriate.

- Transportation
 - Must have reliable transportation to and from internship sites across Wyoming County.
- Ability to work in a typical office and outdoor environments which may include working in outdoor weather conditions with extreme heat or cold, precipitation on uneven ground; lift, move, or transport materials, positioning self (for example, pulling, bending, reaching, touching, kneeling, using hands to feel/reach) with or without accommodation. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be provided to enable individuals to perform the essential functions.

PREFERRED QUALIFICATIONS:

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

- None. See above.

SUBJECT MATTER/BACKGROUND:

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|---|---|---|
| <input checked="" 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 type="checkbox"/> 4-H Youth Development and Children, Youth and Families | <input type="checkbox"/> Facility | |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: *(List the position's assigned responsibilities with approximate percent of time will be annualized in 5% increments.)*

Program Responsibilities:

Program Assessment	0%
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Program Development	0%
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Program Delivery	50%
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- Garden Project tasks
 - High tunnel weeding, water, planting, harvesting, weighing, maintenance.
 - Assist with the development of workshop materials for Vegetable Variety Trial (VVT) open house.
 - Vegetable Variety Trial (VVT) project weeding, water, planting, labeling, and maintenance.
 - Greenhouse watering and maintenance.
 - Weed control around high tunnel and VVT grow beds.
- County Fair Tasks
 - Assist with Fair responsibilities, as assigned.
 - Create a small interactive demonstration for fair booth.
 - Participate in Public Speaking while in fair booth.
 - Provide feedback on fair to Supervisor.
 - Provide 2-3 ideas to increase fair engagement with the public to present to mentor
- Other
 - Become familiar with soil sample process/protocol to collect soil/process walk-ins.
 - Organize agriculture program storage area.
 - Shadow CCE Staff on at least one farm visit and one CCE community project (YMCA/Garden Club/Food pantry.)
 - Work with mentor to create an independent study/work project
 - Create a presentation or report on project to submit to mentor.
 - Keep a journal of weekly activities

Program Evaluation	0%
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Applied Research	0%
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Administrative Responsibilities:

Administrative Direction	0%
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Administrative Management	0%
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Administrative Coordination/Operation	45%
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- Office/Workshop Coordination
 - Make copies of handouts.
 - Assist with moving supplies to workshop site.
 - Print promotional flyers and distribution.
 - Participate in customer service training and put training to practical use.
- Prepare and submit accurate expense reports, mileage reports, receipts/supporting documentation, and/or vouchers in a timely manner per established policy and procedures.
- Maintain confidentiality of all information and data collected, accessed, and/or maintained.
- Provide data and information to assist with preparation of reports, impact statements, and success stories for funders, advisory committees, Board, and others as requested.
- Transport self and/or program materials/resources necessary for performing position responsibilities.

Professional Improvement	5%
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- In cooperation with the Supervisor, 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.
- Participate in all required orientation, training, and/or in-service meetings and events as scheduled/required.

Health and Safety	Applies 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.

Policy and Other Duties as Assigned	Applies to all duties and functions
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- 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 Cooperative Extension programs and other duties as assigned.
- Conduct all programming and activities in accordance with applicable federal, state, and local laws and regulations.
- Aware of, and adheres to, established Cornell Cooperative Extension Association policies, procedures, and processes.
- Represent Cornell Cooperative Extension to the public, community leaders, colleagues, volunteers, members of Cornell University faculty and staff, government officials and the general public in a professional manner at all times.
- Perform all assigned duties in a professional, timely, and accurate manner.
- Maintain regular and predictable attendance and punctuality.

For each factor below, choose the phrase that best fits the characteristics of this position:

SCOPE OF IMPACT OF THE POSITION:

Limited - immediate group/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:

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

LEVEL OF DECISION-MAKING ACTIVITY:

Limited

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 10 to 20 lbs

VISUAL:

Close concentration/manual dexterity

HAZARDS:

Limited exposure

* Check applicable level after considering reasonable accommodations