

**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 Afterschool 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 Afterschool 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 Afterschool 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 Afterschool 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 (Afterschool 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 afterschool programming efforts including, but not limited to: science, technology, engineering, art and math (STEAM).</li> <li>Assist Afterschool Program Coordinator in the creation of lesson plans and assist in teaching innovative educational programs as assigned.</li> <li>Assist Afterschool Program Coordinator and other Program Educators in providing established 4-H afterschool 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 Afterschool 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 Afterschool 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 Afterschool 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.

**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