

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 6-9-2023

**CCE Classification Job Title:** Association Subject Educator I

**Position #:** TBD

**Working Title (if different):** Family Development Program Educator

**FTE:** 100%

**Reason:** ☐ New Position ☒ Revision

**FLSA:** ☐ Exempt ☒ Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Mitch McCormick, Association Issue Leader

**Position(s) Supervised / Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* This 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 the Family Development Program Educator for Cornell Cooperative Extension Association of Jefferson County and will implement Family Development programming for a menu of existing Family Development educational programs and activities for the Soldier and Family Readiness Division on Fort Drum. This position will be responsible for the delivery of established Family Development programming in support of Soldier and Family Readiness Division programs and will deliver other established Family Development programming and activities, both on-site and off-site in accordance with the Fort Drum Program Area's plan of work. This position will also coordinate all administrative aspects of the Family Development Program and will assist the Fort Drum Issue Leader with marketing efforts for Family Development programming.

**REQUIRED QUALIFICATIONS:**

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

- Bachelor's Degree in social work, psychology, marriage and family, child counseling, behavioral science, education, community health, public health or equivalent education (Associate's Degree and two (2) years transferable program/functional experience).
- Experience relevant to the role of the position.
- Minimum of two (2) years of experience in family and children's services or community organizations.
- Minimum of one (1) year experience in domestic/family violence education/prevention.
- Valid New York State 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 (Governmental checks – Grant Based.)
- 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 with parenting education, family and child development, and military family life.
- Familiarity with issues revolving around poverty, families at risk, and domestic violence.
- Familiarity with community, social and human service organizations, employment services and resources.
- Demonstrated ability to utilize program resources within the Fort Drum community and general community.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to function as a team member working with volunteers and staff.
- Demonstrated ability to organize reference materials for programming purposes.
- Demonstrated ability to relate to diverse audiences.

- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.

**SUBJECT MATTER/BACKGROUND:**

- |   |   |   |
|---|---|---|
| <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>70%</b>
<ul style="list-style-type: none"> <li>• Utilize established program resources and materials in program work.</li> <li>• Implement existing Family Development programming the Soldier and Family Development Division, to include, but not limited to: Stress Management, Anger Management, Terrific Toddler, Middle Years, Active Parenting Teens, Creating a Kid Friendly Healthy and Safe Living Environment, etc.</li> <li>• Implement already-established Family Development educational programming and activities in support of other Fort Drum programming efforts as identified/needed to support the established plan of work.</li> <li>• Per already established program parameters and utilizing existing resources, assist in providing educational programming of child abuse and neglect, and domestic violence prevention (i.e. Community and Troop Education Program, Parenting Skills Education Program, Preventive Education Program through Stress Management and Anger Control, etc.).</li> <li>• Under the direction and oversight of the Fort Drum Issue Leader, occasionally apply established subject matter knowledge to create lesson plans as identified.</li> <li>• Provide Family Development educational programs via mass media.</li> <li>• Work to foster acceptance of the Family Development Program, methods and policies while addressing community and individual needs and considering diverse audiences.</li> <li>• Serve as a team member and cooperate with the entire Association and Fort Drum Program staff to achieve Association program delivery goals.</li> </ul>	
<b>Program Evaluation</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Implement program evaluation as designed.</li> <li>• Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all Family Development Programs offered through the Family and Soldier Readiness Division.</li> <li>• Assist Fort Drum Issue Leader in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.</li> <li>• Communicate evaluation findings to constituents as appropriate.</li> </ul>	

**Administrative Responsibilities:**

<b>Direction</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Assist in the planning and promotion of major public events and programs (i.e. Stress Management, Anger Management, Terrific Toddler, Middle Years, Active Parenting Teens, Creating a Kid Friendly Healthy and Safe Living Environment, Play Groups, Baby Bundles, Command and Troop Education, etc.), including, but not limited to: assisting with mass media efforts related to upcoming events and programs.</li> </ul>	

<b>Management</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Under the direction of the Fort Drum Issue Leader, provide program guidance to program volunteers in accordance with established practices and procedures.</li> <li>Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Fort Drum Issue Leader.</li> <li>Assist in providing existing guidance to program volunteers in accordance with established practices and procedures.</li> </ul>	
<b>Coordination/Operation</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>Organize and coordinate activities related to Family Development Programming (i.e. Play Group, Baby Bundles, Baby Palooza, etc.).</li> <li>Coordinate identified administrative aspects of the Family Development Program to include, but not limited to: preparing correspondence, maintain files, etc.</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>Assist in utilizing effective marketing strategies in the promotion of programming efforts to include, but not limited to: print media, news media, social media, and multi-media efforts.</li> <li>This position 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>
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	
<b>Health and Safety</b>	Applied to all duties and functions.
<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 policy/procedure/requirement and standard.</li> <li>Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li> </ul>	
<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
<ul style="list-style-type: none"> <li>Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.</li> <li>Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.</li> <li>Be aware of, and adhere to, established Cornell Cooperative Extension Association of Jefferson County policies and procedures.</li> <li>Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.</li> </ul>	

**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 Extension Administration – 6-9-2023 - 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:**

Provide information

**INTERACTION OUTSIDE ASSOCIATION:**

Conduct straightforward business; provide information

**COMPLEXITY OF SUPERVISION TO EMPLOYEES:**

None - No responsibility for others

**COMPLEXITY OF WORK:**

Low/Moderate - 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 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.)*

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.