

# CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY

## STAFF POSITION DESCRIPTION

**Current Incumbent:** Open Position

**Date Written/Revised:** 9-15-2025

**CCE Classification Job Title:** Association Temporary Program (SE I Level)

**Position #:** TBD

**Working Title (if different):** Relocation Readiness 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 Relocation Readiness Program Educator for Cornell Cooperative Extension Association of Jefferson County and will implement Relocation Readiness programming for a menu of existing Relocation Readiness educational programs and activities at Fort Drum. This position will be responsible for the delivery of established Relocation Readiness programming in support of Directorate of Human Resources (DHR) programs and will deliver other established Relocation Readiness 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 Relocation Readiness Program and will assist the Issue Leader with marketing efforts for Relocation Readiness programming.

### REQUIRED QUALIFICATIONS:

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

- Bachelor's Degree or equivalent education (Associate's Degree and two (2) years transferable program/functional 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 work flexible hours which may include evenings and/or weekends, as appropriate.

### PREFERRED QUALIFICATIONS:

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

- 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:

- ☐ 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

*Reviewed by SBN HR Lead – 9/15/2025 – jac*

**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, Evaluation and Applied Research</b>	<b>80%</b>
<ul style="list-style-type: none"> <li>• Utilize established program resources and materials in program work.</li> <li>• Implement existing Relocation Readiness programming at Fort Drum, to include, but not limited to: Fort Drum/Watertown Welcome Tour, Spouses Welcome, Statewide PCS Brief, Overseas PCS Brief, English for Speakers of Other Languages (ESOL), International Spouse Support Group, Hearts Apart, Spouse to Spouse, etc.</li> <li>• Implement the existing training program for Relocation Readiness volunteers, including volunteer in-service training programs, and training/orientation of volunteers to include training in all program area activities.</li> <li>• Implement already-established Relocation Readiness educational programming and activities in support of other Fort Drum programming efforts as identified/needed to support the established plan of work.</li> <li>• Assist in providing established existing information about Fort Drum and the surrounding areas to relocating soldiers and their families in both group settings and individually.</li> <li>• Per already established program parameters and utilizing existing resource, assist in providing educational support to individuals experiencing relocation problems, such as transportation, housing, financial management, and cultural diversity.</li> <li>• Under the direction and oversight of the Issue Leader, occasionally apply established subject matter knowledge to create lesson plans as identified.</li> <li>• Provide Relocation Readiness educational programs via social and mass media.</li> <li>• Work to foster acceptance of the Relocation Readiness 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> <li>• This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.</li> <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 Relocation Readiness Programs.</li> <li>• Assist 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 and Management</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Assist in the planning and promotion of major public events and programs (i.e. Fort Drum/Watertown Welcome Tour, Statewide PCS Brief, Overseas PCS Brief, English for Speakers of Other Languages (ESOL), International Spouse Support Group, Hearts Apart, Spouse to Spouse, etc.), including, but not limited to: assisting with mass media efforts related to upcoming events and programs.</li> <li>• Under the direction of the 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 Issue Leader.</li> <li>• Assist with volunteer management to include: <ul style="list-style-type: none"> <li>- Assist in providing volunteer orientation and training utilizing existing program and resources.</li> <li>- Serve as an accessible resource to volunteers by assisting with providing follow-up support to ensure initial and continued success in the Financial Readiness Program.</li> </ul> </li> </ul>	

- Assist with problem solving and resolving issues that arise, as needed.
- Assist in providing existing guidance to program volunteers in accordance with established practices and procedures.

<b>Coordination/Operation</b>	<b>5%</b>
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- Organize and coordinate activities related to Relocation Readiness Programming (i.e. Fort Drum/Watertown Welcome Tour, Statewide PCS Brief, Overseas PCS Brief, English for Speakers of Other Languages (ESOL), International Spouse Support Group, Hearts Apart, Spouse to Spouse, etc.).
- Coordinate identified administrative aspects of the Relocation Readiness Program to include, but not limited to: preparing correspondence, assist in procuring and providing input into the materials for Fort Drum Welcome Packets, assist in maintaining world-wide installation files, as well as an automated information program entitled Military Homefront.
- Coordinate, compile and organize existing program resources and program materials.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- 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.

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
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- 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>	Applied 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.

**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 - 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:**

Moderate - Within multiple functional areas

**SUPERVISION RECEIVED:**

Moderate - Very general direction

**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