

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF JEFFERSON COUNTY

STAFF POSITION DESCRIPTION

Current Incumbent: Open Position

Date Written/Revised: 08-19-2021

CCE Classification Job Title: Association Program Manager

Position #: TBD

Working Title (if different): 4-H Afterschool Program Manager

FTE: 100%

Reason: ☒ New Position ☐ Revision

FLSA: ☒ Exempt ☐ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Kathryn Mogray, Association Program Manager

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* Association Temporary Program (5-11).

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 4-H Afterschool Program Manager for Cornell Cooperative Extension Association of Jefferson County and will work under the direction and supervision of the 4-H Afterschool Program Director. This position will provide program and administrative direction, management and coordination for all aspects of the assigned 4-H After-School Programs (programs can expand and/or school partnerships change). This position will provide management and oversight of assigned grants and contracts, will provide management and coordination of 4-H Afterschool Program marketing initiatives for assigned 4-H Afterschool Programs, and will be responsible for the implementation of innovative 4-H Afterschool programming with a high level of discretion, both on-site and off-site in accordance with the 4-H Afterschool Program Area's Plan of Work. This position will assist the 4-H Afterschool Program Director to ensure that the assigned 4-H Afterschool Programs meet health, safety and other licensing standards, meets Child and Adult Care Food Program (CACFP) guidelines and offers a quality youth development educational experience. This position will assist with academic improvement initiatives, meeting program objectives/goals and will work with outside evaluators on evaluation protocols. This position will directly supervise the Association Temporary Program position in the assigned 4-H Afterschool Program. This position will also provide support to the 4-H Youth Development program area as needed.

REQUIRED QUALIFICATIONS:

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

- Bachelor's Degree.
- Experience relevant to the role of the position.
- 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 (After-School 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 and/or After-School).
- Demonstrated ability to supervise and lead programming.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for education and communication purposes.
- Demonstrated ability to participate in professional team efforts.

Reviewed and Approved by Extension Administration – 8-19-2021 - jac

- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to supervise and lead programming.

SUBJECT MATTER/BACKGROUND: *(Program job family only.)*

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| <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:

Program Development	5%
<ul style="list-style-type: none"> • Apply 4-H Youth Development subject matter knowledge to provide input in the development of educational strategies for assigned 4-H Afterschool Programs. • Influence the creation of program materials to address the needs of the youth participants in assigned 4-H Afterschool programs and as necessary for the program itself. • Work with Afterschool Director and Youth and Family Program Issue Leader to implement Cornell University research projects as they are appropriate and available. 	
Program Delivery	25%
<ul style="list-style-type: none"> • Apply subject matter knowledge to create innovative lesson plans utilizing 4-H curricula, land grant university curricula and other appropriate research/evidence-based programs in assigned 4-H Afterschool Programs. Program topics include, but are not limited to: environmental science and natural resources; Social and Emotional Learning (SEL); community service; life skills development; cultural activities (i.e. art, music, theatre). • Teach innovative 4-H Afterschool programs with discretion in accordance with the established Plan of Work. • Occasionally teach existing 4-H Afterschool Programs as designated. • Effectively utilize all forms of mass media, including social media, for the innovative delivery of 4-H Afterschool educational programs. • Work to foster acceptance of the 4-H Afterschool Program, methods, and policies while addressing community and individual needs and considering diverse audiences. • Serve as a team member and cooperate with the entire Association and Youth and Family Program staff to achieve Association program delivery goals. 	
Program Evaluation	5%
<ul style="list-style-type: none"> • Implement program evaluation as designed. • Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors within program areas for all programs offered. • Analyze program data, and based on that analysis, assist in making improvements in programming. • Based on program parameters, interpret evaluation data to constituents as appropriate. • Collaborate with Outside Evaluator as required/necessary. 	

Administrative Responsibilities:

Direction	25%
<ul style="list-style-type: none"> • Plan the delivery and structure of delivery for 4-H Afterschool educational program goals with discretion via various methods. • Anticipate and project assigned 4-H Afterschool program expenses with discretion. • Propose budget for assigned programs based on established financial guidelines and/or procedures, provide information to the overall 4-H Afterschool Program budget process, and allocate budget amounts for assigned programs. 	

- Plan fund development goals and objectives and be an active participant on the grant writing team as necessary for the development of grant applications to secure funding for ongoing/expanded programming efforts.
- With discretion, plan effective strategic marketing and mass media efforts in the promotion of assigned 4-H Afterschool Programs, public affairs, events and functions.
- Provide program related information to the staffing plan development process.

Management	30%
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- Provide guidance for the assigned 4-H Afterschool educational programs and program activities to ensure they conform to the Association's Plan of Work.
- Provide overall grant management for assigned grants and/or contracts.
- Provide management of marketing initiatives for assigned 4-H Afterschool Programs.
- Solve problems and resolve conflicts that arise in the assigned 4-H Afterschool programs utilizing appropriate policies and procedures, as needed.
- Allocate resources to accomplish Association program objectives within the assigned 4-H Afterschool programs.
- Monitor assigned 4-H Afterschool programs income/expenses to ensure spending is within the program budget constraints.
- Identify and recommend program needs (i.e. program supplies and materials) to the 4-H Afterschool Director.
- Ensure the assigned 4-H Afterschool Program meets health, safety and other licensing standards (including CACFP) while providing quality 4-H youth development experiences.
- Provide management (including recruitment and selection) and supervision (including guidance, performance feedback and annual performance reviews) to designated staff in accordance with established policies, procedures and protocol, and provide regular staffing updates to the 4-H Afterschool Program Director, 4-H Youth Development Issue Leader and/or Executive Director as required.
- Monitor and schedule staff time to ensure program need is met.

Coordination/Operation	5%
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- Coordinate assigned aspects of the 4-H Afterschool Program enrollment and reporting process.
- Coordinate, compile and organize existing program resources and program materials.
- Coordinate program implementation efforts, planning and activities.
- Implement established program schedule.
- Obtain evaluation data and program needs assessments from program participants based on existing evaluation framework and guidelines.
- Work with outside evaluators to meet grant program objective goals.
- Prepare and submit expense reports.
- Draft standard and non-standard communications requiring only occasional guidance from the 4-H Afterschool Program Director.
- Contribute and communicate 4-H news to include, but not limited to: articles of interest to program participants and parents, as well as recognition and program information.
- Provide basic information to community media representatives regarding individual programs and refer other questions to other staff members as appropriate.
- Coordinate 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.
- Under the direction of the Program Director, provide complex administrative support to prepare materials for report submission to meet funding agency requirement.
- Under the direction of the Program Director, provide complex administrative support to accomplish financial goals within assigned program to include, but not limited to: preparing materials for grant/contact proposal submission and providing required information needed in the financial documentation to meet the grant and/or budget requirement.
- Provide administrative support for an Advisory Committee of parents, educators, community members and students to assist with program implementation and planning.

- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

Professional Improvement and Other Duties as Assigned	5%
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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.

Health and Safety	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.

EEO/EPO and Policy	Applied to all duties and functions.
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- 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 Jefferson County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

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:

Coordinate major activities/sensitive situations

INTERACTION WITH VOLUNTEERS:

Provide information

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Moderate - Supervises, assigns and reviews work of others

COMPLEXITY OF WORK:

High - Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and addresses emerging organizational change

LEVEL OF DECISION-MAKING ACTIVITY:

High - Within Association

SUPERVISION RECEIVED:

Low/limited - Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

Moderate/High - Frequently writes non-standard responses

SUPPORT SKILLS-COMPUTER

Moderate - Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis

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