

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

Current Incumbent: Open Position

Date Written/Revised: 9-24-2024

CCE Classification Job Title: Association Subject Educator I

Position #: TBD

Working Title (if different): CARE 4-H Wellness Educator

FTE: 100%

Reason: ☐ New Position ☒ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Jennifer Howland, Association Program Manager

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.)* Approximately 10

POSITION SUMMARY:

Explain the purpose for the position and summarize the responsibilities.

This position will serve as the full-time Community Assets Resiliency Education (CARE) 4-H Wellness Educator for Cornell Cooperative Extension Association of Jefferson County and 4-H under the Youth and Family Program Area. The CARE 4-H Wellness Educator will provide both youth and family education using pre-approved lesson plans and curricula, specifically for households in the Watertown area and the Fort Drum Military Installation. This includes the Watertown, Indian River, and Carthage School Districts' geographic boundaries. This position's primary responsibility is to coordinate, collaborate, design, and provide adult-supervised research-based programs for 200 youth between the ages of 10-13 annually within these geographic boundaries. While this educator will lead some of this programming, they will also recruit, train, and support 4-H volunteers to provide 4-H Club programming. This programming may take place after school, on the weekends, during school breaks, and in the evenings, within the 40-hour work week. The schedule may vary from week to week but can be planned in advance to accommodate both programming and educator needs as much as possible. Youth programming will be delivered in three ways: 1). Under the ACT for Youth Teen Outreach Program (TOP), as weekly clubs, facilitated after school throughout the school year using the evidence-based TOP Curriculum; 2). In conjunction with 4-H afterschool and community programming using 4-H curricula/land grant university youth curricula in collaboration with 4-H and other Youth and Family Program Staff; and 3). As part of the Strengthening Families 6-week evening series, delivered together with other trained facilitators each quarter, as outlined in the CARE Workplan. To promote this programming and recruit attendees, this educator will also be asked to represent CARE, 4-H, and CCE Jefferson at various community-based events. Additionally, the CARE 4-H Wellness Educator will assist with delivering family education for caregivers, aimed at improving healthy communication, understanding of child development, effective discipline, and protective factors. Programming will take place through group workshops and special events (both on-site and off-site) and home visits to reach caregivers where they are, using a strengths-based and trauma-informed approach to address stress management, healthy relationships, and safe and nurturing parenting methods. This position will be required to complete positive youth and teen development and parenting program training for all curricula to be delivered by CCE via CARE (including 4-H programming, TOP, Strengthening Families, and Nurturing Parents) and become certified under the New York State Parenting Education Program (NYSPEP) Certifications, to provide the highest standard of community-based, family-driven education.

REQUIRED QUALIFICATIONS:

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

- Bachelor's Degree or equivalent education (Associate's Degree and 2 years of transferrable program/functional experience).
- Experience relevant to the role of the position.
- Experience with positive youth development programming such as 4-H,
- 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 will include late afternoons, evenings, and weekends, as appropriate.
- Demonstrated ability to function as a team member, regularly communicating and collaborating with volunteers and staff.
- Demonstrated ability to utilize computer and video technologies (ex: Microsoft Word, Excel, Box, and Zoom) for educational, reporting, and communication purposes.
- Demonstrated ability to communicate effectively through oral, written, and visual means.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Familiarity with local youth and family community organizations.
- Experience with home visiting programming.
- Experience delivering youth and parenting education topics.
- Demonstrated ability to utilize program resources within the general community.
- Demonstrated ability to plan, teach, and evaluate youth and parenting education groups through a variety of delivery methods.
- Demonstrated ability to organize reference materials and resources for programming purposes.
- Demonstrated ability to relate to diverse audiences and create/maintain inclusive work and learning environments.

SUBJECT MATTER/BACKGROUND:

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| <input type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> General Administration | <input type="checkbox"/> Farm |
| <input checked="" 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 Delivery, Evaluation and Applied Research	80%
<ul style="list-style-type: none"> • Deliver 4-H educational programs/land grant university youth curricula in the Watertown, Carthage, and Indian River School Districts' geographic boundaries, to include the Fort Drum Military Installation, for 200 youth. This includes mentoring current 4-H volunteers and engaging new volunteers to assist in the program delivery when necessary. • Utilize established program resources and materials in program work to meet the targeted number of youth and adult participants and act as an integral member to assist the team in reaching all program performance targets under the direction and oversight of the CARE Program Manager. • Assist the CARE Program Manager in team efforts through joint planning and implementation of multi-organization-led programs and program activities to deliver the CARE Program to diverse in-need populations, balancing community needs within the existing guidelines and standard operating procedures as instructed. • Assist in providing educational content as needed to bring awareness to the public in the form of adapted lesson plans, impact statements, articles for progress/annual reports, social media posts, press releases, etc. • When necessary, assist with the implementation of pre-approved parenting lesson plans and curricula to provide programming to support the established plan of work through parenting classes, special events, and one-on-one home visits including but not limited to topics such as healthy communication, child development, effective discipline, anger and stress management, and healthy relationships. • Serve as a subject-matter resource in 4-H Youth Development and Parenting to staff and participants, community organizations, and the general public. • Serve as a team member and cooperate with the entire Association and Youth and Family Program staff to achieve Association program delivery goals related to the mission and uphold Association values. 	

- Emphasize health and wellness is in all program delivery, including promoting physical activity, nutrition, and overall well-being, including determining what teaching materials, recipes, curricular content, and lesson plans to utilize toward this focus.
- Interact with program participants to obtain and implement evaluation data as designed.
- Assist CARE Program Manager in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.
- Document and communicate evaluation findings to constituents as instructed.
- Participate in feedback loops with CARE Program Manager, association staff, and community partners involved in parenting programming.
- Utilize 4-H Common Measures surveys for 4-H programming.

Administrative Responsibilities:

Direction and Management	10%
<ul style="list-style-type: none"> • Assist in the planning and promotion of public events and programs including, but not limited to: creating advertising content and sharing mass media efforts related to upcoming events and programs with association staff, community partners, prior participants, and the general public in accordance with the Youth and Families program area and marketing plans of work. • Track and analyze CARE program participation and assist the CARE Program Manager in the process of prioritizing future programming activities based on attendance analysis. • Assist in inventorying, identifying, recommending, and tracking program supplies and materials and making recommendations for future program needs to the CARE Program Manager. • Recruit new volunteers for the program using established policies and procedures. • Provide oversight to program volunteers. 	
Coordination/Operation	5%
<ul style="list-style-type: none"> • Coordinate, collaborate, and design 4-H educational programs/land grant university youth curricula in the Watertown, Carthage, and Indian River School Districts' geographic boundaries, to include the Fort Drum Military Installation, for 200 youth. • Assist in training new staff, volunteers, and interns in following all Youth and Families program area, Association, and CARE-specific guidelines and standard operation procedures. • Organize and coordinate all aspects of CARE program activities including gathering materials, marketing and communication with program participants and community partners, and collecting, maintaining, and reporting all required program data, testimonials, success stories, surveys, etc., and completing all other administrative duties as needed. • Effectively maintain existing professional relationships and seek to develop new relationships with other agencies, organizations, and businesses that will further programming efforts. • Identify transportation needs for low-income, rural participants and help identify solutions, including transporting program participants (using CCE vans) and/or program materials and resources when organizing and coordinating programming as part of position responsibilities. 	
Professional Improvement and Other Duties as Assigned	5%
<ul style="list-style-type: none"> • In cooperation with Supervisor and/or Executive Director, jointly develop and pursue a professional development plan 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, serving on organizational committees (as approved by supervisor) and other duties as assigned. 	
Health and Safety	Applied to all duties and functions.
<ul style="list-style-type: none"> • Support the association to maintain a safe working environment to proactively prevent accidents/injuries and when necessary, communicate potential hazards and/or actual incidents to supervisors when they occur in accordance with association policies and reporting practices. 	

- Create safe working environments in off-site community locations following all applicable safety guidelines as well as local partner rules and regulations Report any concerns to supervisor.
- Be familiar with and strive to follow any applicable federal, state, and local regulations in addition to association health and safety policy/procedure/requirements.

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:

Direct volunteer activities

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Limited - Occasional guidance to co-workers

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