

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

Current Incumbent: Open Position

Date Written/Revised: 4-23-2025

CCE Classification Job Title: Association Temporary Program – PE I Level

Position #: TBD

Working Title (if different): After-School Program Assistant

FTE: 15 hrs/wk – 37.5%

Reason: ☒ New Position ☐ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Kerri Keeler/Stephanie Carlsto-Association Program Manager

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position 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 is classified as an Association Temporary Program position and will serve as a Program Assistant responsible for assisting the after-school program with after-school program activities that have been determined within the scope of work between Cornell Cooperative Extension of Franklin County (CCE) and the school district. This position is responsible for support to the organization within the limits of established policies, guidelines and/or procedures. This position will encourage and engage program participants to complete academic applications that improve their learning set skills. The Program Assistant will positively promote and utilize existing 4-H program activities and research-based curriculum in assisting with programming efforts. This position will be a supportive and positive role model to program participants. This position will assist with monthly meetings and activities which engage mentees and mentors in activities that are supplemental to regular programming. This position will communicate with the Program Director and report any concerns to ensure positive promotion of 4-H programming. The Program Assistant will communicate with colleagues, customers, Association leaders, and government officials in a professional manner and will appreciate and embrace diversity in all interactions with clientele, staff, volunteers, and the public. This position is responsible for carrying out other professional duties as assigned to fulfill the policies and priorities of the Association.

REQUIRED QUALIFICATIONS:

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

- Associates Degree and experience relevant to the role of the position **or** GED/High School Diploma + 1 year transferrable program experience.
- Ability to meet acceptable background check standards (criminal background checks, after-school checks, grant-based).

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Demonstrated ability to work effectively with co-workers, volunteers, participants, and community leaders.
- Demonstrated ability to communicate effectively using oral, written, and visual means.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to meet deadlines and work within strict timeframes.
- Demonstrated high level of organizational skills.
- Demonstrated high level of computer skills and familiarity with Microsoft Word, Publisher, e-mail.
- Demonstrated knowledge of community, culture and traditions.

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

- ☐ 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 – 4-23-2025 - 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:

Program Delivery, Evaluation and Applied Research	95%
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- Positively promote and teach existing 4-H program activities and research-based curriculum in assisting with programming efforts.
- Assist in encouraging and engaging program participants to complete academic applications that improve their learning skills.
- Assist with monitoring program participants as needed under the direction of the Program Director.
- Be a supportive and positive role model to program participants.
- Assist with monthly meetings and activities which engage mentees and mentors in activities that are supplemental to regular programming.
- Work as a team member in all aspects of programming efforts.
- Effectively utilize all forms of mass media, including social media, for the innovative delivery of 4-H After-School educational programs.
- Work to foster acceptance of 4-H After-School 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 4-H Youth Development Program staff to achieve Association program delivery goals.
- Communicate with the Program Director and report any concerns to ensure positive promotion of 4-H programming.
- Participate in program discussions and provide input surrounding program delivery, evaluation, marketing and building community connections/relations.
- Work to obtain knowledge of best practices and policies related to implementing the program.

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.

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:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Limited

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

Limited writing required

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