

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

Current Incumbent: Open Position

Date Written/Revised: 11-18-2025

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

Position #: TBD

Working Title (if different): Afterschool Program Site Supervisor II

FTE: 100%

Reason: ☐ New Position ☒ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

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

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* Association Temporary Program Position at respective site (approximately 6-10).

Volunteer Supervision: ☐ Yes, ☒ No *(If the answer is Yes, please indicate number of volunteers supervised.)*

POSITION SUMMARY:

The 4-H Afterschool Program Site Supervisor II serves as part of the Cornell Cooperative Extension Association of Jefferson County team in support of the 4-H Afterschool Program. This position coordinates and delivers 4-H youth development opportunities for students in grades K–12. An Afterschool Program Site Supervisor II may be assigned to one of the following school districts: Beaver River, Belleville Henderson, Carthage, Copenhagen, Indian River, LaFargeville, South Jefferson, or Watertown City School District. The Site Supervisor II provides operational oversight for a 4-H Afterschool site with the capacity to serve 60 or more youth. This position is responsible for supervising program staff, reviewing and approving Workday timecards, and providing performance feedback to approximately 6–10 site staff. Site Supervisor II ensures site compliance with NYS Office of Children and Family Services (OCFS) School-Age Child Care Licensing Regulations, including conducting monthly fire and safety drills and maintaining required staff-to-youth ratios. The Site Supervisor II provides established guidance and direction for 4-H Afterschool activities, including assisting in development of daily lesson plans; planning family engagement and literacy events; organizing and supervising program field trips; and coordinating with community organizations and presenters for the program. This position also assists the Program Manager in collaborating with district staff—such as building principals, front office staff, buildings and grounds, transportation, food service, and school-day teachers—to ensure program resources and supports are in place. The Site Supervisor II provides direct instruction using established 4-H curriculum in areas such as environmental science and natural resources, healthy lifestyles, and science, technology, engineering, art, and math (STEAM). The position utilizes existing program resources and materials, assists in developing lesson plans, applies a variety of educational delivery methods, and helps implement innovative programs as assigned. Additionally, this position may provide staffing and/or program coverage, as needed, for other Cornell Cooperative Extension Association of Jefferson County 4-H Afterschool sites.

REQUIRED QUALIFICATIONS:

- Associate's Degree or equivalent education (GED/High School Diploma and 1 year transferrable/program 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 meet acceptable background check standards (Afterschool 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:

- Familiarity of subject matter appropriate to area of programming (4-H Youth Development).
- Demonstrated initiative, reliability and dependability.
- Demonstrated ability to organize, implement, and teach informal educational programs.

- Demonstrated ability to communicate effectively through oral, written and visual means.
- Demonstrated ability to utilize computer technologies for educational and communication purposes.
- Demonstrated ability to participate in professional team efforts.
- Demonstrated supervisory experience.

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 Delivery	40%
<ul style="list-style-type: none"> • Utilize established program resources and materials in providing information and resources to program participants in established 4-H programming. • Teach a menu of existing educational programs and activities as defined in support of 4-H afterschool programming efforts including, but not limited to: science, technology, engineering, art and math (STEAM), to include healthy living. • Assist 4-H Afterschool Program Educators in the creation of lesson plans and in teaching innovative educational programs as assigned. • Assist 4-H Afterschool Program Educators in providing established 4-H after-school educational programs via multi-media, as assigned. • Assist teachers, as needed, during the academic study portion of the program. • Via established program parameters, communicate and cooperate with school personnel to foster intentional instruction and to address the needs and interests of participating youth. • Serve as a team member and cooperate with the entire Association and Youth and Family Development Program staff to achieve Association program delivery goals. • Provide staffing and/or programming coverage, as needed, for other Cornell Cooperative Extension Association of Jefferson County 4-H Afterschool Programs. 	

Administrative Responsibilities:

Direction and Management	10%
<ul style="list-style-type: none"> • Provide support and assist with problem solving when needed, to Temporary Program Educators in the 4-H Afterschool Program in accordance with established practices and procedures, and involving the 4-H Afterschool Program Manager when appropriate. • Provide input to assist in planning the delivery of established program goals. • Assist 4-H Afterschool Program Manager in managing 4-H fund development activities as appropriate. • 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 Program Manager as required. 	
Coordination/Operation	45%
<ul style="list-style-type: none"> • Under the direction of the Afterschool Program Manager, coordinate and assist with program projects and program outreach efforts as instructed per already established program parameters. • 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. • Effectively communicate with parents as needed to achieve program goals. • Provide administrative assistance in the marketing and promotion of programming efforts to include, 	

but not limited to: print media, news media, social media, and multi-media efforts.

- This program may require the transport of program participants and/or program materials and resources in performing position responsibilities.
- Assist the Program Manager in collaborating with district staff—such as building principals, front office, buildings and grounds, transportation, food service, and school-day teachers—to ensure program resources and supports are in place.
- Review, organize and compile 4-H Afterschool enrollment and program attendance data ensuring accuracy.
- Provide administrative assistance in the completion of reports as required by the funding sources and/or the Association.

Professional Improvement and Other Duties as Assigned	5%
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- Participate in required trainings to meet School Age Child Care (SACC) and Office of Children and Family Services (OCFS) licensing regulations.
- In cooperation with Supervisor, 4-H Afterschool Director, Issue Leader 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:

Provide guidance/coordinate activities/contribute to work groups

INTERACTION WITH VOLUNTEERS:

None to limited

INTERACTION OUTSIDE ASSOCIATION:

Conduct straightforward business; provide information

COMPLEXITY OF SUPERVISION TO EMPLOYEES:

Moderate - Supervises, assigns and reviews work of 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

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

Reviewed by SBN HR Lead – 11-18-2025 - jac