

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 12-18-2025

**CCE Classification Job Title:** Association Program Coordinator II

**Position #:** TBD

**Working Title (if different):** Community Schools Coordinator

**FTE:** 100%

**Reason:** New Position Revision

**FLSA:** Exempt Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** Amy Zukas, 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 will serve as the Community Schools Coordinator for Cornell Cooperative Extension Association of Jefferson County in support of the grant funded program called The Fort Drum Regional Full-Service Community Schools Consortia. Community Schools Coordinators may be assigned to work in one of the following school districts: Belleville Henderson Central School District, LaFargeville Central School District or Sackets Harbor Central School District. As a part of the overall program this position's responsibilities are threefold – 1) Will include family engagement programming alongside engaging parents and youth together and connecting them with the school community (Paint & Sips, STEM and Health fairs, etc.). 2) Utilize 4-H curricula, evidence-based curricula such as Positive Action and best practices to engage youth in career/college readiness. 3) Coordinate and provide 4-H before, afterschool and summer programming. The target grades are 6<sup>th</sup> – 12<sup>th</sup> grades. Coordinate to offer NYS 4-H and land grant-based programming opportunities to align with identified needs within the school community. Provide activities that support postsecondary and workforce readiness, which will include using 4-H curricula and offering the NYS 4-H Career Explorations program. The Community Schools Coordinator will provide program coordination and ensure the program offers a quality youth development educational experience. This position will coordinate family engagement events and activities with the school and community, offer parent education opportunities, integrate Cornell University research and programming, meet the program objectives/goals and work with the outside evaluators on evaluation protocols. This position will participate on advisory committees, assist with needs assessment and plan for programming. This position will utilize existing program resources and materials in program work and will assist in delivering educational programs.

**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.
- 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); as well as other background checks required by the school district.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**PREFERRED QUALIFICATIONS:**

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

- Demonstrated knowledge of subject matter appropriate to area of programming.
- Demonstrated ability to facilitate and develop meaningful relationships with parents, community members, organizations, and students.
- Demonstrated ability to connect new programming to existing programs and initiatives, as well as have a working knowledge of academics and curriculum to be able to connect programming back to learning environments for students.
- 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:**

<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:**

<b>Program Delivery, Evaluation and Applied Research</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• Provide the educational program as defined in the grant application.</li> <li>• Implement family engagement events, activities and tasks as needed to meet the program objectives and goals.</li> <li>• Implement already-established 4-H Youth Development educational programing and activities in support of family engagement strategies as identified/needed to support the established plan of work.</li> <li>• Utilize established program resources and materials in providing information and resources to youth and families.</li> <li>• Provide family engagement educational information via school media.</li> <li>• Assist in ensuring that program delivery is within scope of the statewide and Association Plan of Work.</li> <li>• Serve as subject matter resource in the area of 4-H Youth Development, family engagement and provide standard responses.</li> <li>• Serve as a team member and cooperate with the Fort Drum Regional Full-Service Community Schools Consortia and Youth and Family Program area to achieve program delivery goals.</li> <li>• Provide ongoing family engagement activities regarding best practices working with adults and youth.</li> <li>• Facilitate community workshops and activities that foster connections, and parental involvement in program offerings.</li> <li>• Utilize a variety of delivery methods, including but not limited to phone calls, special events, written communication, workshops, family engagement events to support parents/caregivers in developing the skills and knowledge needed to support their student's learning.</li> <li>• Assist in creating a welcoming environment for families that promotes active involvement in the program activities offered.</li> <li>• Provide support for existing parent organizations within the program to encourage broader family engagement.</li> <li>• Maintain a presence in the school at designated times for the purpose of reaching out to families and facilitating communication.</li> <li>• Serve as a representative on appropriate teams such as the Fort Drum Regional Full-Service Community Schools Consortia Advisory Committee.</li> </ul>	

**Administrative Responsibilities:**

<b>Direction and Management</b>	<b>15%</b>
<ul style="list-style-type: none"> <li>• Assist program staff with limited-complexity administrative tasks in the planning of educational programs in 4-H Youth Development.</li> <li>• Provide input to the Consortia in planning the structure of delivering educational family engagement programs via various methods.</li> <li>• Provide input to the program leaders in planning the delivery of established educational program goals.</li> <li>• Assist in proposing program budget based on established financial guidelines and/or procedures and assist in the allocation of program budget amounts.</li> <li>• Assist in identifying opportunities for fund development opportunities.</li> <li>• Ensure that CCE's mission is acknowledged and exemplified in all work with the schools. using</li> </ul>	

research-based and evidence based, ready-to-use, "learning by doing" curricula on various topics, including STEAM; as well as career/college/job readiness.

- Provide low-complex administrative management of established educational program goals.
- Provide moderately-complex administrative tasks in guiding the implementation of the program area budgets.
- Provide low-complexity administrative tasks in guiding the implementation of communication strategies.
- Solve problems and resolve conflicts that arise in the Community Schools Program utilizing appropriate policies and procedures.
- Give guidance to volunteers and staff, including those performing similar work utilizing established practices and procedures.
- Assist in identifying and recommending program needs (i.e. program supplies and materials).
- Develop and maintain professional relationships as appropriate with school personnel, community agencies and businesses to promote efficient utilization of resources and support the Consortia grant mission and objectives.

<b>Coordination/Operation</b>	<b>75%</b>
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- Coordinate, compile and organize existing program resources and program materials.
- Coordinate and provide out-of-school time programming (4-H before, after and summer) primarily for 6<sup>th</sup> – 12<sup>th</sup> grades.
- Implement established program schedule.
- Assist with program evaluation to include: collecting evaluation and needs assessment data from program participants.
- Coordinate program implementation efforts, planning and activities.
- Organize and coordinate activities related to Community Schools Programming.
- Assist in the allocation of program budget amounts.
- Prepare and submit expense reports.
- Coordinate identified administrative aspects of the Community Schools Program to include, but not limited to: ordering and inventory of supplies (including end of year inventory), assist with marketing, assist with brochure development and distribution.
- Provide administrative support for fund development activities as identified.
- 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.
- Contribute and communicate 4-H news to include, but not limited to: articles of interest to program participants, parents and volunteers, recognition and program information.
- Provide basic information to community media representatives regarding individual programs and refer other questions to other staff members as appropriate.
- Serve as a member of a leadership team consisting of representatives of students, parents, and family leaders, community voices, a community school coordinator, and a community-wide leadership team.
- Work with the evaluators to ensure that data are gathered to reflect participant and program outcomes as aligned with the Community Schools grant or as needed by the Consortia.
- Work with the NYS Community Schools Technical Assistance Center to map where CCE/4-H and other land-grant programs align.
- Collaborate with school staff to ensure broad access to 4-H before, after-school and summer programming that is academically and career/college/job readiness oriented.
- 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 materials and resources in performing position responsibilities.

<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:**

Low - within program

**INTERACTION WITHIN ASSOCIATION:**

Provide guidance/coordinate activities/contribute to work groups

**INTERACTION WITH VOLUNTEERS:**

Provide general guidance

**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**

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