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| C**ornell Cooperative Extension Association of St. Lawrence County**  **Staff Position Description** | | | | |
| **Current Incumbent**: Open Position | **Date Written/Revised:** 11-15-2019 | | | |
| **CCE Classification Job Title:** Association Program Manager | **Position #:** TBD | | | |
| **Working Title** (*if different*): Farm Day Camp & After School Program Director | **FTE:** 100% | |  | |
| **Reason**: New Position Revision | **FLSA:** | Exempt | | Non-Exempt |
| **Reporting relationship(s):** | | | | |
| **Immediate Supervisor’s Name and Classification Job Title:** Cassondra Caswell, Association Team Leader | | | | |
| **Position(s) Supervised** / **Direct Reports** *(The following positions report directly to this incumbent. Please use classification titles.)* Association Temporary Program Positions (19-24)  **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 Farm Day Camp and After-School Program Director for Cornell Cooperative Extension Association of St. Lawrence County and will work under the direction and supervision of the Youth and Family Development Team Leader. This position will provide direction, organization, coordination, and management of all aspects of the Farm Day Camp and After School Programs administered by Cornell Cooperative Extension Association of St. Lawrence County (i.e. All Paws After-School Program at Parishville-Hopkinton Central School and North Wind After-School Program at the Extension Farm). This position may support other After-School and 4-H Programs in this capacity as programming expands and/or school partnerships change. The After-School Programs provide comprehensive 4-H youth development opportunities for youth in grades K-12 from the school districts. Under the leadership and direction of the Youth and Family Development Team Leader, the After-School Program Director will provide supervision, coordination, and leadership to ensure the After-School Programs meet health, safety and licensing standards and offers quality 4-H youth development educational experiences. This position will also coordinate all aspects of the Farm Day Camp and After-School enrollment and reporting process; work with outside evaluators to meet grant program objectives; provide administrative support in the recruitment of new participants in the After-School Programs; coordinate fundraising and trips; coordinate advisory committee meetings, etc. This position will directly supervise the Association Temporary Program positions (19-24) in the Farm Day Camp and After-School Programs.

**Required Qualifications:**

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

* Bachelor’s Degree in a related field such as Child Development, Elementary Education, Physical Education or Recreation.
* Two years of direct experience working with children less than 13 years of age, and one year of staff supervisory experience (per grant requirements).
* Minimum 25 years of age (NYS Department of Health requirement - required for camp programming).
* Current CPR and First Aid certifications (NYS Department of Health requirement - required for camp programming).
* 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 (After-School Checks –Grant Based).
* Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

**Preferred Qualifications:**

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

* Minimum of one (1) year related work or volunteer experience in teaching young children.
* Demonstrated knowledge of Cornell Cooperative Extension and 4-H Youth Development Programs.
* Demonstrated knowledge of positive youth development and experiential education.
* Demonstrated ability to teach/facilitate a positive learning experience for youth.
* Demonstrated knowledge of and experience in marketing programs and public relations.
* Demonstrated ability to support administrative aspects of camp programming (i.e. direction, management, coordination).
* Demonstrated ability to function as a team member.
* 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.
* Demonstrated ability to supervise and lead programming.

**Subject Matter/Background:** *(Program job family only.)*

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| Agriculture and Food Systems | General Administration | Farm |
| Nutrition, Food Safety & Security and Obesity Prevention | Information Technology | Grant/Contract |
| Environment and Natural Resources, Sustainable Energy and Climate Change | Finance | Communication |
| Community and Economic Vitality | Human Resources | Other |
| 4-H Youth Development and Children, Youth and Families | Facility |  |

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| **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%** |  * Apply 4-H youth development subject matter knowledge to provide input in the development of educational strategies for Farm Day Camp and 4-H After-School Programs to include: All Paws After-School Program, North Wind After-School Program and other 4-H Educational Programs. * Influence the creation of program materials to address the needs of the youth participants in the Farm Day Camp and 4-H After-School Programs.  |  |  | | --- | --- | | **Program Delivery** | **25%** |  * Apply subject matter knowledge to create innovative lesson plans for Farm Day Camp and After-School Programs. * Teach innovative, developmentally appropriate, 4-H after-school programs and activities with discretion in support of After-School programming initiatives at all school sites in accordance with the established Plan of Work. * Occasionally teach existing, developmentally appropriate programs and activities for various ages, maturity levels and skills for Farm Day Camp and After-School participants, to include, but not limited to: Garden Based Learning, Animal Science, Ag Awareness, Youth Community Action (YCA), 4-H Science, Technology, Engineering and Math (STEM), and 4-H Choose Health. * Occasionally teach already-established 4-H Youth Development educational programing and activities in support of other 4-H programming efforts as identified/needed to support the established plan of work. * Effectively utilize all forms of mass media, including social media, for the innovative delivery of Farm Day Camp and 4-H After-School educational programs. * Work to foster acceptance of Farm Day Camp and 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.  |  |  | | --- | --- | | **Program Evaluation** | **5%** |  * Implement program evaluation as designed. * Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes, programs 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.   **Administrative Responsibilities:**   |  |  | | --- | --- | | **Direction** | **25%** |  * Plan the delivery and structure of delivery for Farm Day Camp and 4-H After-School educational program goals with discretion via various methods. * Anticipate and project assigned Farm Day Camp and 4-H After-School program expenses with discretion. * Propose budget for assigned programs based on established financial guidelines and/or procedures, and provide information to the overall 4-H youth development budget process and allocate budget amounts for assigned programs. * Plan the site safety program, to include an implementation plan for the program. * Plan 4-H fund development activities as appropriate, 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 programs, public affairs, events and functions. * Provide program related information to the staffing plan development process.  |  |  | | --- | --- | | **Management** | **30%** |  * Provide guidance for the Farm Day Camp and 4-H After-School educational programs and program activities and ensure they conform to the Association’s Plan of Work. * Provide overall grant management for the Farm Day Camp and After-School Program Grants, and other assigned grants and/or contracts as assigned. * Solve problems and resolve conflicts that arise in the Farm Day Camp and 4-H After-School program utilizing appropriate policies and procedures, as needed. * Allocate program resources to accomplish Association program objectives within the Farm Day Camp and 4-H After-School programs. * Monitor Farm Day Camp and 4-H After-School programs income/expenses to ensure spending is within the program budget constraints. * 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 Youth and Family Development Team Leader and/or Executive Director as required. * Monitor and schedule staff time to ensure program need is met. * Ensure the Farm Day Camp and 4-H After-School Programs meet health, safety and other licensing standards while providing quality 4-H youth development experiences. * Provide support to the Advisory Committee consisting of parents, educators, community members and students to assist with program implementation. * Enhancing volunteer participation in programming efforts that will extend and sustain the program in the future. * Identify and recommend program needs (i.e. program supplies and materials) to the Team Leader.  |  |  | | --- | --- | | **Coordination/Operation** | **5%** |  * Coordinate all aspects of the Farm Day Camp and 4-H enrollment and reporting process for assigned programs. * Coordinate Farm Day Camp and 4-H After-School Program fundraisers and trips. * Organize and coordinate program activities relating to the Farm Day Camp and 4-H After-School Program. * Coordinate, compile and organize existing program resources and program materials. * Coordinate the Advisory Committee consisting of parents, educators, community members and students to assist with program implementation and planning. * Work with outside evaluators to meet grant program objective goals. * Obtain evaluation data and program needs assessments from program participants based on existing evaluation framework and guidelines. * Provide complex administrative support to prepare materials for report submission to meet funding requirements. * 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 or budget requirement. * Coordinate identified administrative aspects of Farm Day Camp and After-School programming to include, but not limited to: compilation of safety manual and licensing requirements; ordering and inventory of supplies, etc. * Coordinate projects and ongoing outreach efforts in accordance with established Plan of Work. * Coordinate the delivery of marketing materials (i.e. website, newsletter). * 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. * Provide administrative support for fund development activities as identified. * Implement the training program for Farm Day Camp and After-School staff, including staff in-service training programs, to include training in all program area activities. * 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%** |  * 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 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. |  * 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. |  * 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 St. Lawrence County policies and procedures. * Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.   **Equal Opportunity Employment**  **Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO,**  **Protected Veterans, and Individuals with Disabilities.** |  |

**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 guidance on complex issues

**Interaction Outside Association:**

Conduct straighforward 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\*: Visual:** **Hazards:**

Typically lifts 20 to 50 lbs Normal concentration Limited exposure

*\* Check applicable level after considering reasonable accommodations*

**Optional:**

**Signatures**

**Employee Signature Date**

**Supervisor Signature Date**

**Association Executive Director Signature Date**

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| **Skills for Success**  (The following skills are essential for individual and organizational success.) | |
| **Skills** | **Examples of Demonstrated Behavior** |
| **Job Skills**  **Health and Safety** | * 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 policies, procedures, requirements or standards. * Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified. |
|  | * Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks. * Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge. * Understands, interprets and applies regulations, policies and contracts to deliver effective results. * Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables. |
| **Inclusiveness** | * Demonstrates the ability to communicate across difference to create a collaborative, collegial, and caring community. * Increases cooperation, honesty, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately. * Supports/increases participation of key and diverse employees in career/professional development opportunities and in campus/community involvement. * Actively supports work/life integration in the workplace. * Recruits, hires and engages high performing diverse employees. |
| **Self- Development**  **Adaptability** | * Anticipates and adapts to changing priorities and additional demands. * Is flexible, open and receptive to new information, ideas and approaches which enhance Cornell’s capacity to thrive in  the future. * Embraces, promotes and implements change. * Modifies one’s preferred way of doing things when it benefits the whole focusing on long-term vision rather than  short-term gains. |
|  | * Is self-aware; seeks and acts upon performance feedback. * Seeks and acts on opportunities for development; takes measures to ensure personal well-being and balance. * Works to continuously learn and improve. * Applies learning to evolving assignments. |
| **Communication** | * Expresses thoughts clearly, both orally and in writing. * Demonstrates effective listening skills; seeks to understand and be understood. * Asks questions and shares knowledge and information to help others clearly understand processes and desired results. * Gives, receives and acts upon helpful and timely feedback. |
| **Teamwork** | * Shows respect, compassion and empathy for others, even in difficult situations, building an environment of trust. * Works effectively and cooperatively with others, willingly admitting mistakes and offering apologies. * Acknowledges the support and contributions of others, involving them as appropriate when outcomes will impact their work. * Has a positive attitude and understands how behaviors impact others. |
| **Service-Minded** | * Is diplomatic, courteous and welcoming, striving to satisfy external and internal customers. * Supports ideas, solutions and changes to processes to ensure high quality outcomes. * Reaches out in a timely and responsive manner to resolve problems and conflicts. * Negotiates well, finding and orchestrating win-win solutions. |
| **Stewardship** | * Strives to develop and implement best practices; encourages others to adopt a culture of sustainability and efficiency. * Demonstrates high standards of personal conduct and owns the consequences of one’s own actions. * Exercises sound and ethical judgment no matter how difficult or contrary; considers environmental, economic, compliance and social impacts in decision-making. * Shows commitment to unit and Association goals and delivers results. |
| **Innovation** | * Looks for advancements in products, processes, services, technologies or ideas. * Identifies opportunities in challenges and shows initiative to make changes. * Demonstrates innovative, creative and informed risk taking. * Shows foresight and imagination to see possibilities, opportunities and trends. |