

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ST. LAWRENCE COUNTY
STAFF POSITION DESCRIPTION

Current Incumbent: Open Position

Date Written/Revised: 01-28-2021

CCE Classification Job Title: Association Temporary Camp

Position #: TBD

Working Title (if different): North Wind Farm Day Camp Director

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Jackie Card, Association Program Leader I

Position(s) Supervised / Direct Reports: Assigned Counselors and Program Staff

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 North Wind Farm Day Camp Director for Cornell Cooperative Extension Association of St. Lawrence County. The North Wind Day Camp is located at the Cornell Cooperative Extension Learning Farm in Canton, New York. The Camp Director will work closely with the North Wind Program Leader and staff to ensure safe physical health conditions for all campers and staff and to manage safety and cleanliness standards of the Farm Day Camp. This position will serve as a key staff member and Day Camp Instructor, providing direct management of counselors and campers, and provides additional support in high-risk areas of camp. The North Wind Day Camp Director will oversee the camp in the absence of the Program Leader and will alternate opening or closing camp with the Program Leader.

REQUIRED QUALIFICATIONS:

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

- Must be a minimum of 21 years of age.
- At least two (2) years of leadership experience in a program setting.
- Must have current cardiopulmonary resuscitation (CPR) and First Aid certifications acceptable to the New York State Department of Health as a Camp Health Designee or the ability to obtain.
- 4-H Shooting Sports – Archery Certified or the ability to obtain.
- Ability to meet acceptable background check standards (DMV, criminal and camp specific background checks).
- Must be able to meet the travel requirements of the position.
- Ability to work flexible hours which will include evenings and weekends, as appropriate.
- Must have efficient computer skills.
- Desire to work in a camp environment that facilitates experiences with farm animals.
- Ability to operate required technology including radios, phone, and computer software used for registrations, attendance, parental communication, and record keeping.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Bachelor's Degree or Equivalent Education preferred (Associate's Degree and two (2) years transferable/functional experience).
- Camp experience preferred.
- Experience with children and young adults.
- Ability to plan, develop, organize, and carry out camp's health care plan and maintain appropriate records.
- Ability to successfully complete the Farm Day Camp staff training.
- Ability to accept guidance and supervision.
- Ability to conduct themselves in a professional and mature manner in all situations.
- Ability to prepare and teach classes.
- Ability to communicate and work with different age and skill levels.
- Enthusiasm, sense of humor, patience, and self-control.

Reviewed and Approved by SBN HR Lead – 01-28-2021 – jac

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:

Job Duties (<i>Development, Delivery, Evaluation</i>)	20%
--	------------

- Work with Program Leader to implement a system for health screening for arriving campers.
- Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would promote more healthful conditions in camp.
- Help provide an atmosphere for developing good morale and wellbeing among the camp family.
- Represent Farm Day Camp and Cornell Cooperative Extension in a professional manner to campers and their families, and to the general public.
- Accompany off camp trips when needed.
- Prepare and teach classes and activities as assigned by Program Leader.
- Support camper groups during program.

Administrative Responsibilities:

Job Duties (<i>Direction, Management, Coordination</i>)	75%
--	------------

- Work with Program Leader to ensure each camper has current and appropriate health forms on file
- Follow established and appropriate medical routines, including record keeping, in the daily medical log, accident/reports, and responding to emergencies.
- Keep accident/incident reports that can be used for risk-management assessment.
- File any accident/incident reports with the Program Leader.
- Prepare a summary and evaluation of the camp season including inventories, camper reports on health problems, and make recommendations for the following season.
- Assist Program Leader in monitoring the health of all staff and campers.
- Inspect facility daily.
- Support camp as the person in charge when the Program Leader is not on property.
- Support campers with behavior problems.
- Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergence procedures, and apply appropriate behavior management techniques.
- Observe and assess unsanitary or unhealthy conditions of camp and advise Program Leader.
- Document clearly and accurately any reported incidents and care given as required by the NYS Department of Health.
- Perform other duties as assigned and/or reassigned as directed/required by the Program Leader or Executive Director
- This position may require the transport of program participants and/or program materials and resources.

Professional Improvement and Other Duties as Assigned	5%
--	-----------

- Attend Farm Day Camp orientation/training program, and participate in staff meetings and required training events as scheduled.
- 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:

Low - within program

INTERACTION WITHIN ASSOCIATION:

Receive/provide information

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:

Limited - Predominantly follows established procedures, policy; makes routine decisions within prescribed limits

LEVEL OF DECISION-MAKING ACTIVITY:

Low - Within program/functional area

SUPERVISION RECEIVED:

Substantial - Detailed instructions or guided by standard policy/procedures

SUPPORT SKILLS-WRITING

Limited writing required

SUPPORT SKILLS-COMPUTER

Limited - Uses basic communication and time-collection tools

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

SKILLS FOR SUCCESS

(The following skills are essential for individual and organizational success.)

As a leader of Cornell Cooperative Extension I...

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.

Interact with integrity...So people are respected and engaged.

- Convey respect and professionalism in interactions.
- Seek to understand and then to be understood.
- Put others at ease and respond calmly even in difficult situations.
- Be honest and trustworthy; have a high standard of personal conduct.
- Acknowledge your mistakes and errors, take timely corrective actions, including an apology if appropriate.
- Demonstrate empathy and compassion for others.
- Give, ask for and act on feedback.
- Manage conflict, taking uncomfortable or unpopular action when necessary.

Create an open and inclusive environment...So people feel like they belong.

- Create an environment of trust.
- Demonstrate respect for all individuals.
- Actively invite new ideas, alternatives and perspectives.
- Integrate workplace flexibility as a part of the results-oriented work culture.
- Speak up and take action if others are being excluded or treated inappropriately.
- Acknowledge the support and contributions of every person.

Inspire and articulate a shared vision and mission...People know how their work aligns with the Association and team goals.

- Understand the Association's strategic goals and deliver aligned outcomes.
- Be adaptable, embrace, promote and implement change.
- Deliver results today with a sustainable future in mind.
- Demonstrate foresight and imagination to see possibilities, opportunities and trends.
- Model stewardship within the organization and Association.
- Monitor and re-evaluate decisions, priorities and plans in order to achieve a vision.

Communicate clearly and consistently...So people are informed and heard.

- Listen first.
- Share important information and decisions in a timely manner.
- Ensure people have a clear understanding of the expectations and desired results.
- Convey thoughts clearly, verbally and when in writing.
- Adapt messaging to audience.
- Summarize other points of view to confirm understanding.

SKILLS FOR SUCCESS

Empower staff to act and take initiative.

(The following skills are essential for individual and organizational success.)

People are supported and confident in taking ownership of their work and results.

- Adopt a culture of sustainability and efficiency.
- Strive to develop and implement best practices
- Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas.
- Identify opportunities in challenges and show initiative.
- Reach out in a timely and responsive manner to resolve problems and conflicts.
- Anticipate and adapt to changing priorities and additional demands.

Display sound judgment in problem solving...People proactively seek solutions to deliver results.

- Bring stakeholders together to create alignment, shared understanding and action.
- Ask insightful and probing questions.
- Use data and metrics to provide informed and thoughtful analyses.
- Consider impact on others outside your immediate area.
- Synthesize complex information.
- Anticipate obstacles and generate alternatives.

Am a great coach...People understand their current role and career options.

- Make work challenging, meaningful and engaging for others.
- Identify and focus on the most significant priorities, setting achievable goals, milestones and deadlines.
- Provide others with productive and timely feedback.
- Delegate and provide good exposure for team members.
- Develop people and support their growth and mobility.

Job Skills

- 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.