

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

**Current Incumbent:** Open Position

**Date Written/Revised:** 01-06-2022

**CCE Classification Job Title:** Association Temporary Camp

**Position #:** TBD

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

**FTE:** 100%

**Reason:** ☒ New Position ☐ Revision

**FLSA:** ☒ Exempt ☐ Non-Exempt

**REPORTING RELATIONSHIP(S):**

**Immediate Supervisor's Name and Classification Job Title:** TBD, Association Temporary Camp

**Position(s) Supervised / Direct Reports:** This position has no 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 North Wind Farm Day Camp Counselor for Cornell Cooperative Extension Association of St. Lawrence County. The North Wind Farm Day Camp is located at the Cornell Cooperative Extension Learning Farm in Canton, New York. The primary responsibilities of this position will include, but not be limited to: provide supervision for campers at all times, prepare and teach assigned classes, assist in carrying out general camp programs, and notify Program Leader and/or Camp Director of safety and health concerns.

**REQUIRED QUALIFICATIONS:**

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

- Must be at least 16 years of age, per NY DOH regulations.
- Ability to meet acceptable background check standards (criminal background checks).
- Successful completion of Farm Day Camp staff training.
- Special requirements and/or training may be needed to meet NYS Department of Health regulations to teach a specific class.
- Desire and ability to work with and provide supervision for youth of all age and skill levels.
- Ability to interact with the public in a professional manner.
- Ability to prepare and teach classes.
- Ability to accept supervision and guidance.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability to conduct themselves in a professional and mature manner in all situations.

**PREFERRED QUALIFICATIONS:**

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

- Two (2) years of past camp experience preferred.
- First Aid and CPR certification preferred.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual, auditory, and physical ability to identify and respond to environment and other hazards related to assigned class and other activities.
- Possess strength and endurance required to maintain constant supervision of campers.
- Ability to work with different age and skill levels.
- Ability to plan and conduct activities that meet the educational goals of an assigned class.

**SUBJECT MATTER/BACKGROUND:**

- ☐ 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

**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>Job Duties</b> <i>(Development, Delivery, Evaluation)</i>	<b>85%</b>
<ul style="list-style-type: none"> <li>• Participate in all assigned aspects of the Farm Day Camp's daily routine.</li> <li>• Teach assigned classes, activities, and duties.</li> <li>• Assist staff or other counselors in leading camp programs and activities.</li> <li>• Represent Farm Day Camp and Cornell Cooperative Extension in a professional manner to campers and their families, and the general public.</li> </ul>	

**Administrative Responsibilities:**

<b>Job Duties</b> <i>(Direction, Management, Coordination)</i>	<b>10%</b>
<ul style="list-style-type: none"> <li>• Supervise all assigned aspects of the Farm Day Camp's daily routine.</li> <li>• Enforce camp safety and health regulations.</li> <li>• Prepare assigned classes, activities, and duties.</li> <li>• Keep inventory of class materials and equipment and request additional supplies when necessary.</li> <li>• Prepare for, and actively participate in, staff trainings and meetings.</li> <li>• Be a positive role model for campers including cleanliness, punctuality, sharing in clean up and chores, sportsmanship, table manners, and the following of camp rules and regulations.</li> <li>• Perform other duties as assigned and/or reassigned as directed/required by the Camp Director.</li> </ul>	

<b>Professional Improvement and Other Duties as Assigned</b>	<b>5%</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	

<b>Health and Safety</b>	Applied to all duties and functions.
<ul style="list-style-type: none"> <li>• Support the Association to maintain a safe working environment.</li> <li>• Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirement and standard.</li> <li>• Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.</li> </ul>	

<b>EEO/EPO and Policy</b>	Applied to all duties and functions.
<ul style="list-style-type: none"> <li>• Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.</li> <li>• Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.</li> <li>• Be aware of, and adhere to, established Cornell Cooperative Extension Association of St. Lawrence County policies and procedures.</li> <li>• Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.</li> </ul>	

***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:**

Limited - Occasional guidance to co-workers

**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 member 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.

- Be honest and trustworthy, demonstrate high standards of personal conduct.
- Have a positive attitude.
- Involve others as appropriate when outcomes impact their work.
- Be diplomatic in your interactions with customers and stakeholders.
- Admit your mistakes and learn from them.
- Acknowledge the support and contributions of others.

### Contribute positively to an inclusive environment...So people feel like they belong.

- Communicate across difference to create a collaborative, collegial, and caring community.
- Be cooperative, open and welcoming to all.
- Show respect, compassion and empathy for others, even in difficult situations.
- Engage and support others regardless of background or perspective.
- Speak up when others are being excluded or treated inappropriately.
- Actively support work-life integration.

### Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.

- Show commitment to the Association's goals in delivering results.
- Anticipate, embrace, promote and implement change.
- Balance short-term gains with long-term vision.
- Be open and receptive to new information, ideas and approaches.
- Be adaptable, modify your preferred way of doing things when it benefits the whole.
- Support ideas, solutions and changes to processes to ensure high quality outcomes.

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

- Seek to understand and then to be understood.
- Demonstrate active listening skills.
- Express thoughts clearly, both verbally and in writing.
- Share knowledge and information.
- Give, receive and act upon helpful and timely feedback.

## SKILLS FOR SUCCESS

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

**Act and take initiative...**I take ownership of my 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 seek me out to find solutions to deliver results.

- Exercise sound judgment to make decisions and meet deliverables.
- Assess environment, economic, compliance and social impacts in decision-making.
- Demonstrate innovative, creative and informed risk taking.
- Apply analytic thinking, data and metrics to synthesize complex information.
- Anticipate obstacles and generate alternatives.
- Negotiate to find and orchestrate win-win solutions.

**Proactively seek self-development and coaching opportunities...**People see my commitment and passion to continuously develop.

- Be self-aware.
- Work to continuously learn and improve.
- Take measures to ensure personal well-being and balance.
- Seek and act upon performance feedback.
- Apply learning to evolving assignments.
- Actively manage your career.
- Encourage others to develop themselves.

### 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.