

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

Current Incumbent: Open Position

Date Written/Revised: 3-24-2026

CCE Classification Job Title: Association Temporary Program – PE II Level

Position #: TBD

Working Title (if different): 4-H Youth Development Summer Educator

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Cassondra Caswell, 4-H & Community Health Issue Leader

Position(s) Supervised / Direct Reports *(The following positions report directly to this incumbent. Please use classification titles.)* This position incumbent 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 4-H Youth Development Summer Educator for Cornell Cooperative Extension Association of St. Lawrence County. The Educator will assist with St. Lawrence County 4-H Fair planning, preparation, implementation, and follow-up afterward. This may include supporting 4-H Club work, 4-H Animal Science work, setting up, breaking down, judging, etc. This work will include inventorying and categorizing St. Lawrence County 4-H entries for the Fair, delivering an activity to youth in the youth building, and follow-up afterward. The Educator will also assist with planning, preparations as part of St. Lawrence County 4-H's role in the NYS 4-H Fair. The Educator may also assist with various 4-H summer camp programming as appropriate. Assistance will be in the form of helping Educators to deliver 4-H research-based curricula to youth. This position may order materials and supplies, conduct data entry as needed, design flyers, prepare 4-H Facebook posts and other administrative type duties.

REQUIRED QUALIFICATIONS:

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

- Associate's Degree or equivalent education (GED/High School Diploma and 1-year 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).
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

PREFERRED QUALIFICATIONS:

Specify preferred specialized education, field and/or certifications.

- Knowledge of subject matter appropriate to area of programming.
- Demonstrated ability to plan, teach and evaluate informal educational programs through a variety of delivery methods to reach individuals and groups.
- 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 |

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, Evaluation and Applied Research	90%
<ul style="list-style-type: none">• Implement 4-H summer programming utilizing research-based curricula.• Provide 4-H summer camp as needed.• Work to foster acceptance of the 4-H program, methods and policies while addressing community and individual needs and considering diverse audiences.• Utilizing already-established materials, serve as subject matter resource in discipline and provide standard responses.• Serve as a team member and cooperate with the entire Association and 4-H Program staff to achieve Association program delivery goals.• Implement program evaluation as designed.• Interact with program participants to obtain evaluation data.• Assist Supervisor in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings.• Assist in the communication of evaluation findings to constituents as appropriate.	

Administrative Responsibilities:

Coordination/Operation	5%
<ul style="list-style-type: none">• Assist with St. Lawrence County 4-H Fair preparation (i.e. 4-H Club work, activity planning, set up, break down and judging).• Assist with St. Lawrence County 4-H's role in the NYS Fair (i.e. inventorying and categorizing 4-H entries).• Order material and supplies as needed.• Conduct data entry as needed.• Design flyers, prepare 4-H newsletter articles, prepare 4-H Facebook posts and other administrative duties as needed.• Effectively maintain 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.	

Professional Improvement and Other Duties as Assigned	5%
<ul style="list-style-type: none">• In cooperation with Supervisor, 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, general marketing of Extension programs and other duties as assigned.	

Health and Safety	Applied to all duties and functions.
<ul style="list-style-type: none">• 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:

Assist others; provide/obtain cooperation

INTERACTION WITH VOLUNTEERS:

Provide information

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:

Low - Within program/functional area

SUPERVISION RECEIVED:

High - General supervision

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

