

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

Current Incumbent: Open Position

Date Written/Revised: 1-09-2025

CCE Classification Job Title: Association Subject Educator I

Position #: TBD

Working Title (if different): Agriculture/Horticulture/Natural Resources/4-H Educator

FTE: 100%

Reason: New Position Revision

FLSA: Exempt Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Rebecca Ireland-Perry, Association Team Leader

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 Oversight: No Yes *(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 Agriculture, Horticulture/Natural Resources, and 4-H Youth Development Educator for Cornell Cooperative Extension Association of Cortland County and will deliver educational programming to adults and youth in the areas of Agriculture, Horticulture, Natural Resources, and 4-H Youth Development. This position will be responsible for the delivery of established programming and activities to community groups, both on-site and off-site, in accordance with the Program Area's plan of work. This position will also coordinate assigned administrative aspects of the Agriculture, Horticulture, Natural Resources, and 4-H Youth Development Program and will assist with marketing efforts for programming.

REQUIRED QUALIFICATIONS:

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

- Bachelor's Degree or equivalent education (Associate Degree and two (2) years transferrable program/function 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 agriculture, horticulture, natural resources, and 4-H youth development.
- Demonstrated ability to utilize program resources within the community.
- Demonstrated ability to plan, teach and evaluate informal education programs through a variety of program delivery methods to reach individuals and groups, including adults and youth.
- Demonstrated ability to relate to diverse audiences.
- Demonstrated ability to communicate effectively through oral, written, and visual means.
- Demonstrated ability to use standard computer programs.
- Demonstrated ability to work effectively with co-workers, volunteers, participants, and community leaders.

SUBJECT MATTER/BACKGROUND:

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| <input checked="" 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 checked="" 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:

Program Delivery	70%
<ul style="list-style-type: none"> Utilize established program resources and materials in program work. Implement already-established Agriculture, Horticulture, Natural Resources and 4-H educational programs and activities in support of other programming efforts as identified/needed to support the established plan of work. Assist in providing existing information to bring awareness to the public in the form of impact statements, articles for progress/annual reports, and news releases, etc. Occasionally apply established subject matter knowledge to create lesson plans as identified. Under the direction and oversight of the Association Team Leader assigned by the Executive Director, adapt already established curriculum and materials as needed to meet established program objectives. Provide Agriculture, Horticulture, Natural Resources and 4-H educational programs via a variety of delivery methods including on and off-site gatherings and virtual sessions. Respond to inquiries in Agriculture and 4-H Youth Development and provide established research-based information. Work to foster acceptance of the Agriculture, Horticulture, Natural Resources and 4-H Youth Development Programs and its methods and policies while addressing community and individual needs and considering diverse audiences. Assist the Agriculture and 4-H Team Leads with multi-association team efforts in the implementation of multi-disciplinary programs and program activities to deliver Agriculture and 4-H programming. Serve as a subject-matter resource in Agriculture, Horticulture, Natural Resources, and 4-H Youth Development to staff and participants, community organizations and the general public. Serve as a team member and cooperate with the entire Association and Program Area staff to achieve Association program delivery goals. 	

Program Evaluation	5%
<ul style="list-style-type: none"> Implement program evaluation as designed. Interact with program participants to obtain evaluation data, to include: evaluating effectiveness of classes and instructors for all programs. Assist the Agriculture and 4-H Team Leads in the process of analyzing program data, and based on that analysis, assist in making recommendations for improvements in program offerings. Communicate evaluation findings to constituents as appropriate. 	

Administrative Responsibilities:

Direction	5%
<ul style="list-style-type: none"> Assist in the planning and promotion of major public events and programs including, but not limited to: assisting with mass media efforts related to upcoming events and programs. Assist the Agriculture and 4-H Team Leads with multi-association team efforts in the planning of multi-disciplinary programs and program activities to deliver the Agriculture, Horticulture, Natural Resources, and 4-H Youth Development Program. 	

Management	10%
<ul style="list-style-type: none"> Assist in identifying and recommending program needs (i.e. program supplies and materials) to the Agriculture and 4-H Team Leads. Give established guidance to volunteers and staff, including those performing similar work, as appropriate. 	

Coordination/Operation	5%
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- Organize and coordinate program activities related to Agriculture, Horticulture, Natural Resources, and 4-H Youth Development (i.e. workshops, seminars, tours, consultations, and in-school programs).
- Coordinate identified administrative aspects of the Agriculture, Horticulture, Natural Resources and 4-H Youth Development Program to include, but not limited to: preparing correspondence, maintain files and databases, etc.
- Coordinate, compile and organize existing program resources and program materials.
- Maintain a high level of confidentiality of information and data collected.
- Effectively maintain existing professional relationships with other agencies, organizations and businesses that promote effective communication and facilitate continued programming efforts.
- Assist the Agriculture and 4-H Team Leads in utilizing effective marketing strategies in the promotion of programming efforts including but not limited to: print media, news media, social media, and multi-media efforts.
- This position may require the transport of program participants and/or program materials and resources in performing position responsibilities.

Professional Improvement	5%
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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.

Health and Safety	Applied to all duties and functions.
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- Support the Association to maintain a safe working environment.
- Be familiar with 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.
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- 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.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Cortland County policies, procedures and Cornell Cooperative Extension Skills for Success.
- 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.

Reviewed & Approved by Extension Administration – 1-30-2024 - jac

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:

Provide guidance/coordinate activities/contribute to work groups

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:

Moderate - Within multiple functional areas

SUPERVISION RECEIVED:

Moderate - Very general direction

SUPPORT SKILLS-WRITING

Low - Usually issues standard responses

SUPPORT SKILLS-COMPUTER

Low - Uses basic business/technical programs/applications to perform responsibilities

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

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.