

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

Current Incumbent, if any: vacant

Date Written/Revised: 2-6-2017

CCE Classification Job Title: Subject Educator III

Position #:

Working Title (if different): Stream Educator

FTE: 1.0

Reason: ☒ New Position ☐ Revision

FLSA: ☐ Exempt ☒ Non-Exempt

REPORTING RELATIONSHIP(S):

Immediate Supervisor's Name and Classification Job Title: Leslie Zucker, Association Issue Leader

Position(s) Supervised / Direct Reports - None

Volunteer Oversight: ☐ Yes ☒ No

Position Summary:

The Stream Educator will work as a team member with existing Cornell Cooperative Extension of Ulster County (CCEUC) staff to develop and deliver stream management education and outreach projects at the Ashokan Watershed Stream Management Program ([AWSMP](#)). The AWSMP is a cooperative program of Cornell Cooperative Extension of Ulster County, the Ulster County Soil and Water Conservation District, and the New York City Department of Environmental Protection. The position is supervised by the CCEUC Project Manager (Association Issue Leader) for Environment and Natural Resources and stationed at the AWSMP office in Shokan, NY.

The Stream Educator will develop in-depth knowledge of stream processes and deliver education on stream process and management to primarily adult audiences of watershed residents. Target audiences include streamside landowners, highway department personnel, contractors, municipal officials, volunteers, and other watershed residents.

To develop in-depth knowledge of stream management issues in the Catskills region, the Stream Educator will attend trainings and serve on a summer field crew conducting stream assessments within the Ashokan watershed. The Stream Educator will then deliver stream management recommendations developed by the Ulster County Soil and Water Conservation District for the surveyed streams to target audiences.

The Stream Educator will develop and deliver trainings on aspects of stream geomorphology and management relevant to the watershed. The Educator will also incorporate input from area experts or hired consulting firms to develop educational programs on a broad range of stream management topics. Topics may include management of streamside areas, native and invasive vegetation, large wood, post-flood stream intervention, and stream crossings. Typical program formats include half- or full-day workshops/trainings, stream walks, slide presentations, and field tours.

The AWSMP publishes a number of publications and the Stream Educator will draft written material for final editing and inclusion in publications. This includes contributions to newsletter articles, fact sheets and guidance documents, press releases, blog posts, video transcripts, and annual reports.

The AWSMP's efforts are guided by a volunteer Stakeholder Council and multiple stakeholder working groups. The Stream Educator will assist with the education of AWSMP stakeholders by developing and delivering programs at working group meetings or events held specifically for stakeholders.

The AWSMP provides education on stream management specific to the Catskills region. This is a rural, mountainous region with low impervious surface cover. The Ashokan Watershed is 98% forested overall, with stream corridors ranging from 35-100% forested. Population centers and transportation infrastructure are primarily limited to valleys where high bed load transport and flash flooding occur. The Stream Educator must have a strong interest in delivering education programs focused on how streams naturally transport and sort sediment. The AWSMP applies fluvial geomorphic concepts to stream management in order to restore self-stabilizing channels using a rigorous design and engineering process. A range of approaches are applied, with a preference for natural channel design where conditions are suitable. The Stream Educator must be comfortable and able to both learn and educate others in these concepts.

The overall objective of the AWSMP education program is to promote the understanding and use of stream management techniques that meet multiple objectives for stream resources, including natural channel stability, prevention and reduction of excessive stream erosion, mitigation of flood damages, infrastructure protection, maintenance of instream habitat, and delivery of clean drinking water.

REQUIRED QUALIFICATIONS:

- Master's Degree and 2 years' volunteer or related work experience.
- Graduate level coursework in water science, environmental science, and watershed studies; or equivalent experience.
- Experience teaching adults.
- Experience working with the public.
- Experience understanding and carrying out education program tasks and objectives.
- Ability to deliver factually accurate, science-based educational programming.
- Ability to communicate clearly verbally.
- Ability to research a technical topic and prepare referenced written educational materials.
- Ability to prepare reports of program activities, methods and outcomes.
- Ability to communicate electronically.
- Ability to work outdoors in environmental settings of the Catskills (steep areas, wet conditions, uneven ground, etc.).
- Ability to work independently and as part of a team.
- Ability to understand and implement written and oral instructions.
- Ability to meet travel requirements associated with this position, particularly travel within the watershed.
- Ability to learn new topics in stream science and natural science subject matter.
- Ability to work with and touch live animals (fish, aquatic insects, etc.).
- Ability to meet required background checks.
- Ability to work flexible hours that will include evenings and/or weekends, as appropriate.
- Ability to lift 20-50 lbs.
- Moderate to advanced computer skills.

PREFERRED QUALIFICATIONS:

- Graduate level coursework preferably in water engineering science, geomorphology, hydrology, geology, and ecology; or equivalent experience.
- Experience delivering field-based education programs.
- Ability to use Esri ArcGIS computer software.
- Experience developing written materials for inclusion in media and advertising products such as press releases, articles, and flyers.

SUBJECT MATTER/BACKGROUND: *(Program job family only.)*

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| <input type="checkbox"/> Agriculture and Food Systems | <input type="checkbox"/> Community and Economic Vitality |
| <input type="checkbox"/> Nutrition, Food Safety & Security and Obesity Prevention Families | <input type="checkbox"/> 4H Youth Development and Children, Youth and |
| <input checked="" type="checkbox"/> Environment and Natural Resources, Sustainable Energy and Climate Change | <input type="checkbox"/> Nutrition |
| | <input type="checkbox"/> Other |

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**Program Responsibilities:**

Program Assessment	5%
<ul style="list-style-type: none">• May assist in identifying gaps and trends in community knowledge of stream process and stream management topics.• May assist with developing program needs assessments.• May assist in analysis of program needs and making recommendations for program offerings, enhancement or improvements.	
Program Development	35%
<ul style="list-style-type: none">• Develop educational strategies using knowledge of stream process, geomorphology and related stream management topics.• Create innovative educational programs. An emphasis is placed on developing programs that creatively bring stakeholders and watershed residents into contact with field study and observation of streams and stream management activities. Field and classroom experiences should be tailored to develop participant understanding of stream process and stream management.• Research, identify and select existing resources for educational programs.• Create program materials, such as presentations, written handouts, and talking points that address the educational needs of watershed audiences.• Work on inter-disciplinary work groups to develop program content.• Incorporate the results of engineering studies and field assessments into educational content, including local analyses and case studies from similar physiographic regions with comparable stream management issues.• Identify gaps in available educational materials and share specific needs with the CCEUC Project Manager to further program development.• Structure programs to meet the needs of diverse program participants.• Create programs that engage under-represented watershed audiences, which may include women, minorities, immigrants, and young adults and families.• Maintain a direct linkage with AWSMP project managers to obtain development guidance.• Develop programs to meet changing local issues.• Make programmatic changes based on evaluation outcomes.• Use an established two-year action planning process that involves stakeholders in the program development process and expresses the demographics of the community.• Ensure program direction is within the scope of the County Association and AWSMP annual work plan.	
Program Delivery	20%
<ul style="list-style-type: none">• Apply knowledge of stream process and watershed science in the Catskill region of NY to the creation of lessons and educational plans for program delivery.• Teach innovative educational programs with discretion.• Provide programs in classroom, office, and field settings.• Provide educational programs via internet such as webinar and mass media such as video posted online, or radio or television.• Participate in multi-disciplinary efforts to deliver programs, particularly with stream scientists and other environmental resource professionals.• May teach as part of an inter-disciplinary team delivering programs.• Deliver scientifically accurate information that incorporates applied fluvial geomorphology concepts appropriate to Catskill stream settings.• Deliver the results of engineering studies, field assessments, and local stream management plan recommendations.• Serve as a subject matter expert in the area of stream process, geomorphology and management. Provide non-standard responses to questions.	

- Interact with members of the watershed public.
- Represent CCE before the public, community leaders, and government officials as part of program delivery.
- Use proven educational methodologies to deliver content.
- Ensure that program delivery is within the scope of the County Association and AWSMP annual work plan.

Program Evaluation	10%
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- Apply subject matter knowledge to evaluate educational programs.
- Design or create program evaluation frameworks.
- Implement program evaluation.
- Based on established program parameters, interpret evaluation data.
- Communicate evaluation results and findings.
- Make recommendations for improvements.

Applied Research	10%
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- Assist with stream assessments in the field over a 6-week period each year.
- Assist fisheries scientists with fish community survey at monitoring locations in the Ashokan watershed over 5-10 days per year.
- Visually assess and record stream characteristics such as geomorphic and geological attributes.
- Perform stream channel surveys to determine erosion rates and other hydraulic and hydrological variables.
- Collect GPS data, take digital pictures and notes.

Administrative Responsibilities:

Direction	5%
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- Work with the CCEUC Project Manager to plan the delivery of education program goals.
- Participate as a team member in annual education and outreach planning for Association Environment Program and the AWSMP. Contribute to development of a two-year AWSMP Action Plan.
- Provide details on the feasibility of delivering educational programs to assist with planning their delivery.
- Develop budget item estimates related to delivery of education programs.
- Provide input on communications strategies for reaching watershed audiences.

Management Responsibilities:

Management	5%
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- Monitor education program implementation steps and whether project milestones have been achieved.
- Facilitate and oversee volunteer staffing plans and duties for education events.
- Assist with solving problems and resolving conflicts that arise during the delivery of education programs using appropriate policies and procedures.
- Monitor program expenses to ensure spending is within provided limits.
- Provide guidance to volunteers participating in programs and events.

Coordination/Operation	5%
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- Implement the stream process and management education program schedule established through AWSMP annual planning.
- Coordinate development of education project objectives, actions, tasks, activities and schedules with AWSMP staff and internal/external work groups.
- Implement education project schedules.
- Implement volunteer staffing plans and duties for education events.
- Create agendas for project delivery planning meetings.

- Assemble event supplies and program materials for delivery.
- Communicate project schedules and meeting agendas and objectives to project work groups.
- Inform AWSMP staff and project working groups of education program developments on a regular basis and as needed to ensure project success.
- Develop project reports and summaries on a quarterly and annual basis, and as needed, to meeting Association and funding agency requirements.
- Assist with implementation of advertising and marketing of program activities.
- Transport self and materials to program delivery and research sites.

Professional Improvement and Other Duties as Assigned	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	Applies to all duties and functions
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- 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	Applies 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 Ulster County policies and procedures, and Skills for Success.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

CCE Admin HR approved 2-17-17.

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:

MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY

EDUCATION

Master's Degree

EXPERIENCE

2 to 3 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

Moderate; beyond the program

INTERACTION WITHIN ASSOCIATION:

Assist others; provide/obtain cooperation

INTERACTION WITH VOLUNTEERS:

Occasional; provide information

INTERACTION OUTSIDE ASSOCIATION:

Conduct complex business; provide/receive/analyze/develop guidance and advice

DIRECTING OTHERS:

Occasional guidance to co-workers

COMPLEXITY OF WORK / DECISION-MAKING:

Occasionally adapts procedures to resolve unusual cases; makes some decisions requiring consideration of criteria

SCOPE OF DECISION-MAKING ACTIVITY:

Functional area within program or minimal employee effect

DIRECTION RECEIVED:

General supervision

SUPPORT SKILLS-WRITING

Frequently writes non-standard responses

SUPPORT SKILLS-COMPUTER

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



Skills for Success

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

Skills	Examples of Demonstrated Behavior
Health and Safety	<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 policies, procedures, requirements or standards.Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.
Job Skills	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.
Adaptability	<ul style="list-style-type: none">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.
Self-Development	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">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.