



Alan R. Jones, Executive Director

Position Posting

Adirondack Community Action Programs Inc. is looking for individuals who are willing to make a difference in the lives of others. Applications are being accepted for the following positions:

Agency:

Director of Business Affairs/CFO – Preferred qualifications include a relevant Bachelor’s Degree, strong technology skills and pertinent experience/education in finance and business. CPA preferred. This position requires supervisory responsibilities. This is a full-time, year around position with benefits.

Cleaner/Maintenance- Preferred qualifications include a strong work ethic and a positive attitude. This person will be required to do general cleaning and maintenance. This is a part-time, year around position with limited benefits.

Head Start/Early Head Start Programs:

Program Nurses - Applicants must possess a NYS license as a RN or a LPN. Experience with expectant mothers and children through age 5 desired. This is full-time, year-round position with benefits.

Head Start Program:

Home Visitor- for Elizabethtown/Lewis area. Applicants must possess a relevant Associate’s Degree and/or a Child Development Associate (CDA) in 0-5 in the home-based option. Pertinent experience in human services, child development or early childhood is necessary. This is a full-time, year- around position with benefits.

Teacher Aide/Bus Monitor-for the Saranac Lake site. Applicants must possess a GED or a High School Diploma and possess a Child Development Associate (CDA) in 0-5 center-based option or an Associate’s Degree with early childhood credits. Experience with pre-school children preferred. This is a full-time position with benefits and follows the school calendar.

Bus Drivers/Classroom Aides- for the Lake Placid and Saranac Lake sites. Applicants must be 21 years of age, possess a GED or a High School Diploma and a CDL or be willing to obtain one. A clean driving record is required and experience with pre-school children helpful. This position is full-time with benefits and follows the school calendar

Food Service Worker- for the Ticonderoga site. Applicants must be 18 years of age, possess a GED or a High School Diploma. Previous experience with pre-school children and in the food service industry would be helpful. This is a full-time position with benefits.

Interested applicants should contact One Work Source (OWS) in Elizabethtown, New York 12932 at 1-800-675-2668. Please respond by March 25, 2016. If called bring three written references with you to the interview.

AA/EOE