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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:**

**For the Head Start and Early Head Start Program: Program Nurse-** 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.

**Home Visitors-** for Elizabethtown/Lewis and Ticonderoga areas. Applicants must possess a relevant Associate's Degree and/or a Child Development Associate (CDA) in 0-5 or pre-k 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.

**Head Start Program: Teacher-** for the Saranac Lake sites. Applicants must possess a Bachelor's Degree or an Associate's Degree with a plan of study leading to a Bachelor's Degree with 12 early childhood credits or a Child Development Associate (CDA). Supervisory and early childhood experience preferred. This is a full-time position that follows the school calendar with benefits.

**Home Visitor-** for the Willsboro site. 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 position with benefits that follows the school calendar.

**Teacher Aide/Bus Monitor** – for the Saranac Lake site. Applicants must possess a GED or a High School Diploma and a Child Development Associate (CDA) 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.

**Substitutes-**for various positions throughout the county. Applicants must be 18 years of age, possess a High School Diploma or a GED and be able to pass various screenings, including a criminal background check. This is a part-time, temporary position and the rate of pay is determined by position and your qualifications.

**Weatherization and Energy Services Department: Weatherization Crew Laborer (Energy Tech).** Applicants must be 18 years of age, possess a High School Diploma or the equivalent, Qualifications include carpentry skills, effective communicate, demonstrate the ability to interact positively, inventory experience and basic computer skills. This person must possess knowledge of installing various types of insulation and have a valid NYS driver's license and your own transportation. This is a temporary, full-time position without benefits.

**After School Program: Group Leader** in Westport. Applicants must be 18 years of age and possess a High School Diploma or the equivalent. This person will supervise and guide children and must be highly motivated and organized. This is a part-time position, 15 hours per week without benefits and follows the school calendar.

**Nutrition Program: Chef** at the Elizabethtown Community Hospital. Applicants must be a High School graduate or the equivalent, have experience in food service or quantity cooking or a combination of training and/or experience and be able to meet with the physical demands of the position. This person is responsible for food preparation, meal/menu planning including special diets, report and record keeping, cleaning and sanitizing, stocking and inventory and attending training sessions. This is a part-time position with night and weekends on a rotating schedule.

**For further information, interested applicants should contact ACAP, Inc. in Elizabethtown, New York 12932 at 1-877-675-2979 or 873-3207. Please respond by January 29, 2016. If called, bring three written references with you to the interview.**

AA/EOE