



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:

Head Start/Early Head Start Programs:

Head Start/Early Head Start Director- Applicants must possess a Bachelor's Degree in Early Childhood Education/Development, Human Services or related degree. This position requires strong interpersonal, organizational skills, the ability to communicate effectively, strong leadership qualities and administrative capabilities. This person will be responsible for ensuring compliance with federal, state and local regulations with an understanding of grant funded budgetary principles, an intentional focus on program planning including the delivery of high-quality, comprehensive services to children and families in Essex County. This is a full-time, position with benefits.

2 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.

Early Head Start Program:

Early Head Start Coordinator- Applicants must possess a Bachelor's Degree in Early Childhood Education/Development or related field. This person is responsible for the overall coordination, instructional information, education and staff development for this home-based program. This is a full-time position with benefits.

Home Visitor- for the Ausable Forks 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.

Head Start Program:

Teacher- for the Elizabethtown/Lewis site. Applicants must possess a Bachelor's Degree or an Associate's Degree in Early Childhood Education or a related field and have 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.

Family Worker- for the Lake Placid site. Applicants should possess a relevant Associate's Degree and/or pertinent experience in the Human Services field. Previous experience in case management and with preschool children would be helpful. This position is full-time with benefits and follows the school calendar.

Bus Driver/Classroom Aide- Elizabethtown/Lewis 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 Elizabethtown/Lewis 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 May 27, 2016. If called bring three written references with you to the interview.

AA/EOE