

Adirondack Community Action Programs, Inc.



7572 Court Street, Suite 2
PO Box 848
Elizabethtown, NY 12932
(518) 873-3207
Fax (518) 873-6845
Toll Free 1-877-873-2979

Alan R. Jones, Executive Director/CEO

Aging Services

Nutrition Program
Older Worker
Senior Transportation

Child and Family Services

After School
Child Care Resource
And Referral
Head Start
Early Head Start

Community Services

Emergency Needs
Food Pantry
Homeless Assistance

Employment and Training

OneWorkSource
Business &
Employment
Center
(Partner Agency)

Weatherization and Energy Assistance

Assisted Home
Performance with
Energy Star
Weatherization
Network Initiative
EmPower NY

Adirondack Community Action Program Job 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:

ACAP Elizabethtown

Administrative Support Specialist – This position will report to the Executive Director. The Support Specialist will greet customers, visitors, and associates by telephone and in person. The Support Specialist will perform governance duties with the ACAP Board and Head Start Policy Council. This position also provides administrative support to all ACAP departments. Qualifications include an Associate's Degree or greater and/or pertinent experience/education in customer service/administration. Must have excellent communication and organizational skills, and the knowledge of basic administrative operations. This position is year round with benefits.

ACAP Early Head Start/Head Start

HS/EHS HR/Staff Development/Office Coordinator – This position will develop and oversee staff development plans for all Early Head Start and Head Start staff. The coordinator will create and maintain staff daycare files and provide orientation for new staff. This coordinator will also develop and oversee a mentoring program for new staff. This coordinator will work closely with the EHS/HS Director on daily activities as needed. The coordinator will serve on the management team and help develop policies and procedures for the EHS/HS program. Qualifications include a relevant bachelor's degree, and must be comfortable speaking in front of large groups. The rate of pay is \$17.16 per hour and is a year round position with benefits. This position is located at ACAP Elizabethtown offices.

Early Head Start Program:

Home Visitors – Home Visitor for the Saranac Lake area. Applicants must possess a relevant Associate's Degree and/or Child Development Associate (CDA) in 0 -5 home-based option. Pertinent experience in human services, child development or early childhood is necessary. This is full-time year round position with benefits and the rate of pay is \$13.27 per hour.

Head Start Program:

Family Workers – One family worker for the Saranac Lake Head Start center and one family worker for the Lake Placid Head Start center. 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 position, with benefits, that follows the school calendar. The rate of pay is \$10.50 per hour. This position will begin late August 2017.

Food Service Worker- for the Moriah 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 that follows the school calendar and the rate of pay is \$9.88 per hour with benefits.



United Way
of Clinton & Essex Counties

ACAP is an Equal Opportunity Employer
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