

Community Action of Orleans & Genesee
409 E. State Street, Albion NY 14411
Position Announcement

POSITION/TITLE: Substitutes POSITION LOCATION: Albion & Kendall Head Start Sites	QUESTIONS TO: Carol Berray, 589-5683, cberray@caoginc.org
CALENDAR: Hours as needed/45 weeks per year Schedule varies (8:00am-5:30pm Mon-Fri) DEADLINE FOR APPLICATIONS: February 10, 2012 <i>Note: Internal candidates may respond with a letter of interest.</i>	RESUME/LETTER OF INTEREST TO: <i>Carol Berray, Human Resources Manager Head Start Administrative Offices 401 E. State Street Albion, NY 14411 cberray@caoginc.org</i>

MAJOR RESPONSIBILITIES

- Fill in as needed, on site and/or as Bus Monitor

REQUIRED MINIMUM QUALIFICATIONS

- At least 18 years of age
- Reliable transportation
- Proven ability to work with young children
- Clearance through NYS Central Registry for Child Abuse & Dept. of Justice Fingerprinting
- Ability to pass NYS physical for day care licensing requirements

EDUCATION

- High School Diploma or GED

Community Action is an Equal Opportunity Employer

*EEO contact person:
Tina Feldman
Director of Finance & Administration*

