

Visit our website weekly for updated job leads! Updates available by noon on Mondays. www.yatescounty.org/wfdjobs

Yates County Job Leads January 29, 2018

AUTOMOTIVE/DRIVERS

CDL Drivers (Phelps, NY)

- Current openings for experienced Truck Drivers! Requirements: 2 yrs. experience minimum, safe driving history. Flatbed, Van and Walking Floors, Dump Trailers. Dump trailer experience needed. Wages \$1,000.00 or more weekly. Company IRA with company match. Health Insurance, prepaid legal insurance provided. Respond to this ad or call 315-548-8652.

Craigslist post ID: 6460438164 1/15/18

Auto Technician (Montour Falls, NY)

- Immediate opening for full-time
- e Auto Technician at Parmenter Tire, Auto, & Truck Service Montour Falls. Requirements include drug screen, New York State driver's license, New York State Inspector's License, and own tools. Ability to work in a team environment, have good attendance and understand that safety is a priority. Ability to work Saturdays. Generous hourly wage based on experience and commission. If you're interested in joining our team, please send an email to tbabcock@parmenterinc.com or contact Terry or Tim at (607)535-7106. Resume not required. Don't wait!

Workforce Development 1/22/18

Class A CDL Driver (Watkins Glen, NY)

- Schneider is looking for a Class A CDL driver to join their work team! Interested applicants must have a current, valid CDL Class A, and hazmat endorsement is preferred. For more information on the job and how to apply, check out the link below: https://schneiderjobs.com/search-driving-opportunities/details/162334/Job-12220?_itochash=AO5beWI46NweCDd6iMkp1&_itocprof=60rU_BiThrRBjMLm-2KN9A6_a52DC8Z4

Workforce Development 1/22/18

CUSTOMER SERVICE/SALES

Sales Associate (Finger Lakes Region)

- Requirements: Own vehicle needed. High school diploma required. Sales experience preferred. Flexible hours, set your own hours. Full or Part Time. Description: Sales representative to cover the Finger Lakes area. Need to be a self-starter, with a motivated desire to sell. Good writing and communication skills. Must have professional appearance and conduct. Need basic computer knowledge. Other duties as assigned. Contact Rich at (315)694-2486. Chronicle Express 1/24/18

Customer Service Representative (Geneva, NY)

- Our internet business is growing and we need your customer service talent. We are family-owned. We work hard and we play hard. Come join us! Responsibilities include but are not limited to:

- Processing internet orders
- Customer service phone calls
- Sales in the store
- Pulling and filling orders

Qualifications:

- Associate's degree preferred
- Exceptional customer service skills; passionate about customer satisfaction and issue resolution
- Attention to detail
- Computer and internet skills; familiarity navigating through multiple website
- Troubleshooting skills and the ability to multi task

To apply, please send resumes to mindy@supercasuals.com.

Craigslist post ID: 6464395924 1/18/17

Sports Marketing Consultant (Penn Yan, NY)

- Job Summary: We are looking for a Sports Marketing Consultant for our new, state-of-the-art studio location in Penn Yan, NY. You will target, close, and service new business accounts for several radio stations, events and internet advertising. High energy position in a creative environment with team support. Ideal candidates must be any extremely motivated, organized, fearless, self-starters who love to help clients grow through the power of radio, internet, and event marketing. Responsibilities and Duties: Success in targeting new customers. Building ongoing business relationships. Setting appointments with decision makers. Uncovering key marketing solutions through well planned needs analysis. Create integrated marketing solutions including radio, digital, event sponsorships, et al. Ability to close on new business. Service accounts while building value and uncovering additional areas for growth. Qualifications and Skills: Effective written and oral communication skills. Advanced knowledge of Microsoft Word, PowerPoint & Excel. 1 year experience in Marketing, Sales, and Outside Sales preferred. Apply at <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=f279dfa6a1169811> Indeed 1/26/18

Vending Attendant (Keuka Park, NY)

- JOB DESCRIPTION: Fill vending machines at customer locations, perform cleaning duties as assigned, complete daily duties/tasks within the scheduled work shift, demonstrate creative thinking by suggesting alternative procedures to work flow or possible areas of improvement to immediate manager, communicate effectively with customers, follow proper guest service procedures whenever interacting with others by smiling and making eye contact, responsible for ordering and inventory control of merchandise. JOB REQUIREMENTS: Must be comfortable working in a fast-paced environment, with the ability to multitask, ability to make change for customers, ability to effectively work independently and utilize time efficiently, outgoing personality with the ability to up sell, ability to be analytical and organized. Benefits: AVI offers a family culture and atmosphere, competitive compensation, 401(k) with generous company match, paid vacations and holidays, immense training and growth opportunities. We conduct pre-employment drug testing. Apply at <https://avi-foodsystems.jobs.net/en-US/job/vending-attendant/J3W1H25XH5GVNJMP39M?idpartenaire=10024> Indeed 1/22/18

Sales Associate (Penn Yan, NY)

- OBJECTIVE: To greet and assist customers with the selection of merchandise. RESPONSIBILITIES:
Customer Service: •Smile and greet each customer promptly •Interrupt store tasks to greet, assist, and answer questions for customers •Suggest additional merchandise to customers on sales floor, at wrap stations, and in fitting rooms •Follow-up on customers in fitting rooms to see if they need additional service •Thank the customer by name and invite them to come back at the close of each sale •Handle all returns/ exchanges according to company policies/ procedures, including Always Say Yes •Maintain the store and all wrap stations in a clean, neat, and organized manner •Opt-In (telephone and email capture)
Personal Productivity: •Sales •Volume Per Hour (VPH) •Units Per Transaction (UPT) •New Accounts •Club 50 •Magazines •Opt-In (telephone and email capture)
Loss Prevention: •Provide customer service •Alert management of suspicious situations •Follow store procedures •Work with integrity •Follow sensor tagging program (if applicable)
Credit: •Ask every customer to open a new account •Open and activate a minimum of (1) one new account per month •Always suggest purchase using company charge card •Communicate the Premier Rewards Program
Merchandise Presentation: •Hang, Fold, Size, Sensor (where applicable), Sign and Steam (where applicable) •Implement merchandising Floor Plans/guidelines •Ensure featured merchandise is appropriately layered to suggest possible wardrobe ideas to the customer •Follow "Folded Merchandise Guidelines" •Create and maintain full, exciting displays •Present clearance merchandise correctly •"Close to Open"
Store Operations: •Set-up Sales Event prior to sale start date (to include signing) •Complete Price Changes (PCA's) by close of business on the effective date •Complete Transfers by close of business on the effective date •Complete Damages by close of business on the effective date •Merchandise counts •Process in-coming freight including hanging, folding, sensor-tagging, etc. •Housekeeping responsibilities including vacuuming, dusting, restrooms, etc.
https://wfa.kronostm.com/index.jsp?LOCATION_ID=51516915273&locale=en_US&applicationName=SpecialtyRetailersNonReqExt&SEQ=postingLocationDetails&POSTING_ID=46224061705&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom Indeed 1/22/18

Store Team Member (Penn Yan, NY)

- Store Team Members play a meaningful role within the CVS Health family. At CVS Health, we're shaping the future of health care for people, businesses, and communities. With your talents and expertise, you can help us play a more active and supportive role in each person's unique healthcare needs. Join our team of thousands as we positively impact millions...one

customer at a time. The Store Team Member position provides an opportunity, in a leading retail setting, to excel in a growing, high impact, customer focused role, working both independently and as a member of a team, to positively impact the lives of others. For functions, requirements, or to apply, please visit

https://jobs.cvshealth.com/ShowJob/Id/107431/?board=92E050D5-8220-44CC-82A0-A3610D877E65&utm_source=Indeed&rx_campaign=indeed0&rx_group=106219&rx_job=22857BR&rx_source=Indeed

Indeed 1/22/18

Sales Associate (Penn Yan, NY)

- Sales Associate, contract position. Job Description: Sell On-Air radio advertising. Draw up sales contracts. Communicate with advertising clients. Copywriting and other duties as needed. Experience: Previous sales experience required. Must have good writing skills to write Radio Ads. Basic computer knowledge. Job location: Towns in the greater Finger Lakes region. Pay: Commission only with room for advancement. Benefits: None. Hours per week: Set own hours. Duration: Full or Part-Time. Work Days M-F. Shift: 1st. Contact: admin@wylf.com. No phone calls please. WYLF 850 AM. OSOS 1/2/18

Sales Associate (Penn Yan, NY)

- The Sales Associate is a key employee whose actions have a direct effect on the store quality for our guests, in addition to ensuring profitability of our stores. This position is responsible for providing prompt, efficient, effective, safe and courteous quality services to the guest. For a full description or to apply, please visit

<https://my.jobs/0b58546f1a484330b8cc278e46467ad6161>

OSOS 1/16/18

Customer Service Associate (Penn Yan, NY)

- Job Description: Models and delivers a distinctive and delightful customer experience. Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Customer Experience: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). Operations: Provides customers with courteous, friendly, fast, and efficient service. Recommends items for sale to customer and recommends trade-up and/or companion items. Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed. Keeps counters and shelves clean and well merchandised, takes inventory, and maintains records. Checks in and prices merchandise as required or as directed by store manager or communicated by the shift leader. Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Constructs and maintains displays, including promotional, seasonal, super structures, and sale merchandise. Completes resets and revisions as directed. Assists with separation of food items (e.g., raw foods from pre-cooked) and product placement as specified by policies/procedures (e.g., raw and frozen meats on bottom shelves). For consumable items, assists in stock rotation, using the first in, first out method and restock outs. Has working knowledge of store systems and store equipment. Provides customer service in the photo area, including digital passport photo service, poster print and creative machine, suggestive sell of promotional photo products. Assumes web pick-up responsibilities (monitors orders in Picture Care Plus, fills orders (pick items), delivers orders to customers as they arrive at store). Assists with exterior and interior maintenance by ensuring clean, neat, orderly store condition and appearance. Complies with all company policies and procedures; maintains respectful relationships with coworkers. Completes special assignments and other tasks as assigned. Training & Personal Development: Attends training and completes PPLs requested by Manager or assigned by corporate.

<https://my.jobs/e2159fc4d85746e7a331b0f6b04e5b25161>

OSOS 1/8/18

Sales Associate (Penn Yan, NY)

- Dollar General is looking to hire a Sales Associate. The Sales Associate will act as the point of contact for customers, assist in setting and maintaining plan-o-grams and programs, stock merchandise adequately, and perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork while protecting company assets. To see a list of essential functions and qualifications and to apply visit <https://retail-dollargeneral.icims.com/jobs/85782/sales-associate-in-penn-yan%2c-ny/job?hub=12>

OSOS 1/8/18

EDUCATION/SCHOOLS

Agriculture Teacher (Penn Yan, NY)

- Full-time position available at Penn Yan Academy, eff. 7/1/18. Duties also include FFA Advisor. NYS Agriculture Teacher Certification required. To apply, submit an online application at: <https://pennyan.recruitfront.com>. Application deadline: 2/5/18. Dundee Observer 1/24/18

Substitute Bus Drivers and Bus Attendants (Penn Yan, NY)

- Needed at the Penn Yan Central School District. Individuals must enjoy being with children. Training is available. Applications are available at 1 School Drive, Penn Yan, NY 14527. Applicants must be Yates County Civil Service approved. Dundee Observer 1/24/18

Teacher Aides (Dundee, NY)

- **DUTIES AND QUALIFICATIONS:** Applicants are expected to monitor behavior, attend to student comfort and safety and assist students on school grounds, in the school building and in transit on school vehicles (as needed), as well as helping teachers in the educational setting by assisting with routine classroom tasks and chores. Candidates must be in good physical condition, have good interpersonal and communication skills and be able to foster positive relationships with students and co-workers and be able to establish and maintain student respect and discipline. Candidates must successfully pass a physical performance test as a condition of hire. \$10.40/hr. Applicants wishing to be considered for this position must call the Business Office at (607) 243-5533 ext. 7703 or send an email to mlawson@dundeeecs.org and request to be placed on the roster of applicants for consideration on or before the application deadline. Applications available at <https://mycivilservice.yatescounty.org/jobopps>. Deadline 11/25/18. Workforce Development 1/8/18

Multiple Positions- Keuka College (Keuka Park, NY)

- Keuka College has many openings, both faculty and staff & admin. To see these openings, visit https://keuka.peopleadmin.com/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&481%5B%5D=2&commit=Search Workforce Development 1/22/18

HEALTHCARE/HUMAN SERVICE

Clinic Therapists, Mobile Mental Health Therapist & Substance Abuse Counselor (Bath, NY)

- We are recruiting for one Clinic Therapist, one Mobile Mental Health Therapist, and one Substance Abuse Counselor in collaboration with the Steuben County Mental Health Program in Bath. These exciting positions will make a difference in the community, enabling adults, children and youth to acquire the services, supports, and skillset they need to function more cohesively in the community. All positions are full time, Monday through Friday 8:30-5pm, with the Clinic Therapist and Substance Abuse Counselor also working one evening a week.
 - The **Clinic Therapist** is responsible for intake assessments, conducting individual, group and family therapy, providing crisis services, making diagnostic determinations and developing treatment plans as well as other necessary documentation. The Clinic Therapist will interface the local providers and provide linkages to services as needed.
 - The **Mobile Mental Health Therapist** will work with a team to provide crisis intervention services in the office and community, develop and maintain accurate records, reports, billing, treatment plans, and progress notes. Provide linkage and referrals as deemed appropriate and provide on-call coverage and other duties assigned. Both the Clinical Therapist and the Mobile Mental Health Therapist require a Master's degree in Social Work or in Mental Health Counseling from a program approved by NYS Education Department is required, with a NYSED professional license as a LMSW, LCSW or LMHC. Experience in working within a multidisciplinary team and a working knowledge and understanding mental health diagnoses preferred.
 - The **Substance Abuse Counselor** works in a medically supervised outpatient program and is responsible for completing substance abuse assessments and evaluations, diagnosing substance abuse disorders, conducting individual counseling and group facilitation. They will perform case management services and will interface with other behavioral health providers and provide referrals as needed. Qualified candidates will possess at least an Associate's degree and NYS Certified Alcoholism & Substance Abuse Counselor (CASAC) credential or NYS

Registered Professional Nurse with a working knowledge and understanding of substance abuse and mental health diagnoses is preferred.

To pursue this opportunity: Complete your application online at www.pathwaysforyou.org and forward your resume/letter of interest to: hr@pathwaysforyou.org. 607-937-4552. Dundee Observer 1/3/17

Licensed Vet Tech (Phelps, NY)

- Small Animal Veterinary Hospital - We are seeking a full-time Licensed Veterinary Technician to join our team. Candidates must be licensed in New York State and proficient in all technical skills, including, but not limited to, x-ray, dentistry, anesthetic monitoring, surgical assistance, laboratory sample preparation and medical skills. You must be passionate about patient care, client education, and have strong communication skills. Hours will include some evenings and rotation with other team members on Saturday mornings. Salary will be based on education and experience level, and includes a benefits package. Craigslist post ID: 6464206224 1/18/18

Dental Assistant (Phelps, NY)

- Dental practice is seeking a qualified chairside assistant. Clinical experience preferred. Seeing patients Mon, Tues, Thurs., and Friday. No scheduled evenings or weekends. Friendly environment, tremendous patients - please forward resume with references if you're interested in joining our dynamic team. "A smile is a little thing that makes a big difference." Craigslist post ID: 6463306747 1/17/18

Direct Support Professional (Geneva, NY)

- Direct Support Professionals: Lochland School is hiring for full time and part time staff to work with residents to ensure their safety and encourage independence in activities of daily living. Applicants will be required to possess a high school diploma or GED and a valid driver's license. Please contact Julie Chiccino at 315-789-5208, 1065 Lochland Rd., Geneva, or online applications available at our website at www.lochlandinc.org. \$300.00 Sign on Bonus after 6 months of successful employment. Craigslist post ID: 6446235051 1/3/17

Finger Lakes Community Health- Multiple Positions (Penn Yan, NY)

- **Patient Service Representative-** A friendly greeting can make a patients' day. Are you a morning person with a positive attitude? Do you have strong organizational skills? Is multi-tasking your middle name? As a Patient Service Representative, you are often the first person a patient sees upon walking in, which can impact their medical visit-and we want all our patients to have a positive experience. As a Patient Service Representative, you have the important job to collect patients' personal information used by our clinical and support staff to provide the very best of care. You will need to be cool under pressure while accomplishing multiple tasks including checking patients in and out, and answering our phones. This all happens with a smile! A Patient Service Representative is a vital part of Finger Lakes Community Health-one of the fastest growing health centers in New York State. With eight health centers and over 25,000 patients, we provide primary care, dental and behavioral health services. If you would like to be "the face of Finger Lakes Community Health" and have the following additional qualifications, we encourage you to apply. This position will work at both our Penn Yan and Dundee locations. Let's talk!

To apply, please visit <https://www.flchealth.org>.

OSOS 1/8/18

Multiple Positions- Pro Action of Steuben and Yates

- Full Time Opportunities:
 - Home Based Family Educator
 - Clerk/Typist (2 positions)
 - Emerging Workforce Navigator
 - Job Developer
 - Early Childhood Education Teachers
 - Early Head Start Home Visitors
 - Resource Advocate / Home Visitor
 - Construction Laborer
- Part Time Opportunities:
 - Caregiver Resource/Information & Referral Assistant
 - Project Care Van Driver
 - Bus Driver – Hornell
 - Maintenance Worker
- Substitute Opportunities:
 - Substitute Drivers – Yates OFA Transportation

- Substitute Van Drivers – Senior Nutrition
- Head Start Classroom Substitutes – Wayland
- Head Start Classroom Substitutes – Corning

For full descriptions and to apply for any of the positions listed above, please visit <http://proactioninc.org/job-opportunities/>

Workforce Development 1/26/18

Finger Lakes Health- Multiple Positions (Penn Yan, NY)

- Ambulance Driver
- Certified Nurse Aide Training Program
- Computer Operator II
- Critical Care Tech
- ED Crisis Evaluator
- EMT Basic- Cohocton
- Food Service- Nutritional Services Aide
- In-Patient Counselor
- LPN Med Long Term Care- Bedside
- LPN Meds Acute- Bedside
- Nurse Manager- LTC
- Nursing Assistant/Unit Clerk
- Paramedic/ Critical Care EMT
- Pharmacy Tech II
- Physical Therapy Assistant
- Radiology Tech II
- Registration Representative
- RN Bedside- Emergency Department
- RN Bedside- Med/Surge Acute
- RN Bedside- Unit II
- RN- Cardiac Rehab Nurse
- Sonographer

For a more detailed description and to apply for any of the jobs listed above, please visit

https://www.healthcaresource.com/fingerlakes/index.cfm?fuseaction=search.categoryList&template=dsp_job_categories.cfm

Workforce Development 1/26/18

Arc of Yates- Multiple Positions (Penn Yan, NY)

- Direct Support Professional - Center for Lifelong Learning
- Residential Direct Support Professional
- Substitute Residential Direct Support Professional
- Assistant Manager- The Center for Lifelong Learning
- Substitute Direct Support Professional - Center for Lifelong Learning
- AR Medical Billing Specialist

For more details and to apply for any of the jobs listed above, please visit <http://www.arcofyates.org/Work-With-Us>

Workforce Development 1/26/18

Direct Support Professional (Penn Yan, NY)

- Catholic Charities Community Services is hiring Direct Support Professionals. The Direct Support Professional will provide support and instruction in activities necessary to promote and maintain independence and self- determination for individuals with intellectual/developmental disabilities receiving services living in a Catholic Charities Community Services residential setting. Qualifications: High school diploma or equivalent, one year practical experience working with individuals with developmental disabilities preferred. Please apply at <https://www.cccsrochester.org/join-our-team/employment-opportunities/9-developmental-disabilities-services/3-dd-dsp-res-py-lyons-sdd12-13>

Workforce Development 1/16/18

HOSPITALITY/RESTAURANT

Host/Hostess (Geneva, NY)

- Belhurst Castle, a premier and famous destination in the Finger Lakes is accepting applications for Host/Hostess for Edgar's Steakhouse, one of Belhurst's two restaurants. Our Steakhouse seeks a friendly, upbeat Host/Hostess to be flexible and work variable shifts, including weekends. The ideal candidate loves talking with guests and customers and must have excellent customer service skills. If you love the restaurant business, we'd like to hear from you! Responsibilities include but are not limited to: Greet customers, provide patrons with accurate wait time estimates during busy periods, maintain a neat, organized front-of-house environment, seat guests, assist with opening/closing tasks and side work as needed, learn food and beverage menu, answer phones and schedule reservations with large parties.

Craigslist post ID: 6472685137 1/25/18

Part Time Cleaning Help (Watkins Glen, NY)

- Part time cleaning help needed nights. Mon, Tue, Thur, Fri after 5pm. Location takes about an hour to service. So about 4 hrs./week. Basic skills - vacuuming, mopping, dusting, trash, bathrooms etc. Looking for someone ASAP. Please send resume/experience. Pays \$50/week.

Craigslist post ID: 6463321348 1/17/18

Housekeeper (Penn Yan, NY)

- Maintains clean guest and public areas at all times. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full description and to apply, please visit

<https://www.indeed.com/viewjob?jk=70c2a210d587b8bd&l=penn+yan%2C+ny&tk=1c2rso7f9a1ou9e7&from=web>

Indeed 1/2/18

Front Desk Agent (Penn Yan, NY)

- Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. For a full description and to apply, please visit

<https://www.indeed.com/viewjob?jk=a4254a2c0d5f9fc1&l=penn+yan%2C+ny&tk=1c2rso7f9a1ou9e7&from=web>

Indeed 1/2/18

Night Auditor (Penn Yan, NY)

- Serves as the guest's liaison for both hotel and non-hotel services. Functions are an extension of guest service representative duties. Assists the guest regardless of whether inquiries concern in-hotel or off-premises attractions, facilities, services, or activities. Knows how to provide concise and accurate directions. For a full description and to apply, please visit

<https://www.indeed.com/viewjob?jk=7305ee9fb22cf246&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Breakfast Attendant (Penn Yan, NY)

- Responsible for: offering prompt and courteous service so the guests have an enjoyable experience. Maintain the cleanliness and guest ready appearance of outlet. For a full description and to apply, please visit

<https://www.indeed.com/viewjob?jk=968322c74ba5d07a&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Tasting Room Server (Hammondsport, NY)

- Ever thought about working with us at the brewery? Well, we're hiring! We're now hiring a Tasting Room Server available to work Wednesdays - Sundays in the tasting room. Duties would include pouring tastings, scheduling tastings, events, and tasting room maintenance. No experience necessary but you must be 18 or over and able to lift up to 50 lbs. To apply, send your resume to rich@keukabrewingcompany.com

Workforce Development 1/22/18

LABOR/AGRICULTURAL

General Contractor (Penn Yan, NY)

- Keuka Housing Council, Inc. is seeking general construction contractors for a variety of home improvement projects. Minority and women owned contractors are urged to participate. Must be EPA certified, carry liability insurance and workers comp insurance. Call Shawn Blauvelt at 315-536-8707 Ext 5 for more information.

Dundee Observer 1/3/18

Electric Grounds Person (Penn Yan, NY)

- The Village of Penn Yan has an opening for one electric grounds person. This is a Civil Service position that is full time, 40 hours per week and subject to Civil Service rules for eligibility. For more information and to apply, please visit <https://mycivilservice.yatescounty.org/jobopps>. Application deadline is Friday, February 9, 2018. Chronicle Express 1/24/18

Various Positions- Document Reprocessors (Penn Yan, NY)

- Document Reprocessors at 26 Powell Lane, Penn Yan, has immediate openings for personnel willing to fill various positions. These openings could include light industrial and general labor, data entry, office bookkeeping and other clerical computer applications. Those interested should stop in for an application. Chronicle Express 1/22/18

Greenhouse Manager (Montour Falls, NY)

- Stillman's Greenhouse and Garden Center is looking to fill a full time position for Greenhouse Manager. Duties would include: Cultivation and care of plants, sowing and transplanting seeds, skill in assembling dish gardens, potted plants, hanging baskets ect., pruning, trimming, watering, general customer service, ability to keep track of and log Customer base, tagging and identifying plants, various other duties. Requirements: A good eye for design. Experience and prior horticultural knowledge is a MUST. A Pesticide Application license is desired, or the ability to be sent to classes to receive certification.

Craigslist post ID: 6470394338 1/23/18

Marine Service Technician (Keuka Lake, NY)

- Keuka Watersports Inc. Diagnose and repair Yamaha Outboard and Volvo Stern Drive engines, and jet skis. Diagnose and repair rental boats. Dealer prep new boats sold. Winterizing, shrink wrap storage, indoor storage. Hauling boats. How many years of marine repair experience do you have? Have you completed the following level of education: High school or equivalent? Do you have the following license or certification: Yamaha & Volvo Certification? Are you willing to undergo a background check, in accordance with local law/regulations? Job Type: Full-time. Salary: \$15.00 to \$25.00/hour.

Craigslist post ID: 6464301446 1/18/18

Decking/Framing Carpenter (Geneva, NY)

- Unique fabrication company in need of experienced trade worker. Both decking experience and roofing experience is desired. Welding skills a plus. Benefits including health insurance and vacation are available. Exceptional year end performance bonus. If you like being outdoors 100% of the time working near any one of our beautiful lakes then this is the job for you. Transportation will be provided from the shop and you will work anywhere around the Finger Lakes. This position will be available early spring. Please call 585-393-9250.

Craigslist post ID: 6454552065 1/10/18

Shelter Farm Assistant (Watkins Glen, NY)

- Responsibilities & Duties: Cleaning large animal and small animal shelter housing barns. Barn cleaners are assigned daily cleaning responsibilities for a full, 8 hour daily work shift day. Cleaning procedures include:

- Raking out all bedding straw in barns
- Scrubbing perches, nestboxes, feed & water pallets
- Scrubbing walls & gates
- Cobweb dusting barns
- Cleaning hospital barn walls and flooring
- Spreading old bedding on pastures
- Assisting with farm maintenance as needed

Qualifications:

- Reliable and dependable
- Able to work in all weather conditions
- Able to perform strenuous physical labor and lifting
- Ability to complete all barn cleaning schedules as assigned
- Team player; able to work well with a variety of people
- Perform any other tasks as assigned by supervisor
- Previous farm or work experience at animal care facility helpful
- Farm equipment knowledge & ability to drive tractors helpful

Job Specifications:

- Full-time position
- Weekends and holiday hours may be required
- Starting wage is \$11.00 per hour
- Competitive benefits package, including paid holidays; personal days; vacation and sick leave; health, dental, vision, and life insurance; 403(b) plan; flexible spending accounts; and long-term disability insurance

All interested applicants are required to complete Farm Sanctuary's Employment Application. Instructions for sending supplemental materials will be provided within the application. For questions or to request a copy of the employment application by mail, please contact humanresources@farmsanctuary.org. Apply at <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=d9df990e39bc38fd>

Indeed 1/26/18

General Labor (Penn Yan, NY)

- Work in the production area making cultured marble and granite vanity tops and panels. Construction experience a plus. Apply in person at Reme Casting. Job Type: Full-time. Salary: \$10.40 to \$11.50/hour.

<https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&start=10&vjk=6cc1e52bab20339d>

Indeed 1/22/18

Maintenance (Penn Yan, NY)

- Performs repairs and preventative maintenance work to ensure the hotel maintenance quality standards are achieved and maintained. Provides excellent guest service in an efficient, courteous professional manner; following the company standards of friendly hospitality while adhering to guidelines and procedures. For a full description or to apply, please visit <https://www.indeed.com/viewjob?jk=fdfe84991a7b095b&l=penn+yan%2C+ny&tk=1c2rstccda1oud9a&from=web>

Indeed 1/2/18

Environmental Svc Attnd (Keuka Park, NY)

- The Environmental Svc Attnd may work in any location on client premises. This individual cleans and keeps in an orderly condition facilities or locations in the areas of commercial, health care, schools, universities or other establishments. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards. For a full description and to apply, visit <https://my.jobs/166c8340efbc4a7a9dfc4583d99d3060161> OSOS 1/8/18

Carpenter/Carpenter Helper (Penn Yan, NY)

- Help wanted: Carpenter/Carpenters helper needed. Pay based on experience. Based out of Penn Yan area but most of our projects are in Pittsford/Victor/Webster areas. Scope of work would include tile, hardwood flooring, decks, porches. Year round work. Call 585-314-0772 (Lake Country Homes) Workforce Development 1/3/18

OFFICE WORK/MANAGEMENT

Law Office Assistant (Penn Yan, NY)

- P/T or F/T. Must possess strong spelling, grammar, and interpersonal skills, be attentive to details, and be proficient in Microsoft Office (Word, Excel, and Outlook). Reply to Box #590, c/o The Chronicle Express, 138 Main St., Penn Yan, NY 14527. Chronicle Express 1/17/18

Office Person (Penn Yan, NY)

- Document Reprocessors has immediate openings in Penn Yan, NY for Accounting Clerk/Bookkeeper/Office Manager/Estimator/Project Billing clerk. Multiple job openings in the areas above to include some or all of these tasks: posting project expenditures, accounts receivable, accounts payable, labor records, time sheets, estimating, project billing, and payroll entry. Software used: Microsoft Word, Excel, QuickBooks. Must have writing skills and a general knowledge of accounting practices. Additional administrative office support will be assigned as needed. High school diploma or GED and one year of experience required. Stop in at 26 Powell Lane to pick up an application. Chronicle Express 1/17/18

Administrative/Office Assistant (Stanley, NY)

- OUR COMPANY: We are a 7-person manufacturing company who now needs an office person to continue our growth. Very pleasant work environment. You are immediately eligible for our 8 paid holidays. THE POSITION: Accurately input online customer orders into our database. Input received parts into the database, send shipment confirmations to customers, accounts receivable activities, basic spreadsheets. The above office work will take perhaps 20-25 hours per week. This will grow into more hours for the right person. After a training period you will work autonomously during our occasional absences, and coordinate orders with production staff. Also, you will pick up some more responsibilities like ordering parts, quoting of our more basic products, answering basic phone calls. Also, some accounting activity such as weekly report of payables/receivables. Our work day is 9-6. You can name your own work schedule within these times. QUALIFICATIONS: Must be reliable. Accounting background/experience helpful. Office experience helpful. Shipping experience also helpful. Please provide resume or background. Applications without this will automatically be disqualified.

Craigslist post ID: 6462490020 1/16/18

Experienced Bookkeeper (Geneva, NY)

- Career growth opportunity for right candidate. Local CPA firm is seeking a detail-oriented Bookkeeper / Jr. Staff Accountant to assist with monthly recurring client needs. Primary responsibilities for this position include processing accounts payables and receivables, managing bank reconciliations, posting journal entries. This position will also include assisting with payroll processing, quarterly payroll returns, sales tax returns and W-2 processing. The ideal candidate will have 4+ yrs. experience with QuickBooks, Microsoft Excel and Word and Outlook. An Associate's degree in Accounting is preferred. Somewhat flexible work schedule possible. Craigslist post ID: 6460828538 1/15/18

Assistant Wedding Events Manager (Dundee, NY)

- Job Description: Under the direction of the Wedding & Event Manager, organize, facilitate and execute special events such as corporate functions, weddings and other social events as assigned. Responsibilities:
 - Assist the Wedding & Event Manager with event development
 - Assist the Wedding & Event Manager with event planning
 - Assist the Wedding & Event Manager with event coordination
 - Assist the Wedding & Event Manager with event executionJob Requirements:
 - 1-2 years of hospitality experience and /or planning of weddings and events.
 - Must be able to work nights, and weekends as necessary
 - Must be dependable, able to follow instructions, respond to management direction
 - Excellent verbal and written communication skills
 - Excellent attention to detail, organization, project management skills
 - Strong analytical skills
 - Ability to take initiative, assume responsibility and work independently on multiple tasks in a fast-paced environment as well as work effectively within a team
 - Computer proficiency in Microsoft Applications, with ability to learn new systems, example: CaterPro.Apply at <https://www.indeed.com/jobs?q&l=penn%20yan%2C%20ny&vjk=781237ec4687195b> Indeed 1/26/18

Membership Coordinator (Penn Yan, NY)

- Snap Fitness is seeking an energetic Membership Coordinator to join our team. The right candidate will have a passion for fitness; desire to motivate others, and a fun upbeat attitude. This is an incredible full-time position and an opportunity for you to join one of the fastest growing and most exciting fitness companies in the country!
Responsibilities:
 - Membership & Personal Training Sales - Responsible for achieving sales goals established by leadership team.
 - Club Management - Lead by example and motivate team members to bring their best every day
 - Service Excellence - Provide members with the best equipment, guidance, and value-added services to help them achieve results.
 - Member Engagement/Involvement - Communicate with members regularly to keep them informed and engaged.
 - Marketing Outreach - Organize and conduct events to build community awareness and drive new memberships.
 - Facility Excellence - Ensure that facility's equipment and cleanliness/tidiness consistently meet company standards.Requirements:
 - Strong communication skills
 - Ability to manage and motivate team members
 - Ability to work with clients from all walks of life
 - Desire for longevity
 - Previous sales experience is a plus
 - Applicant must be a fun and personable team player with a great sense of humor!
 - Must be very coachable
 - Must be able to instruct others on the Snap Fitness training techniques to help clients achieve their fitness goalsAt Snap Fitness, we like to promote from within. If you are ready to launch a career with real growth potential, then we encourage you to apply for this position! Apply at: <https://snapfitnesscareers.careerplug.com/jobs/672084/apps/new>

Indeed 1/16/18

Part-Time Teller (Penn Yan, NY)

- Summary: Working on an as needed basis under general supervision performs a variety of duties, as a member of a team, to provide quality customer services. These duties include receiving, paying, keeping accurate records of all monies involved in these transactions, and actively listening for customer needs, referring customers to appropriate products and resources based on needs. For a full description or to apply, please visit <https://my.jobs/b8fa57cc58894c0a92760839183ea5c9161>

Administrative Assistant (Penn Yan, NY)

- Applicant is responsible for managing the Parish office. This person is the point person for the office, receiving phone calls, mail and meeting parishioners on a personal basis. Necessary Qualifications: 1. MUST be proficient in Microsoft Office applications 2. Ability to relate well with people on the phone or in person 3. Must have excellent verbal and written communication skills 4. General knowledge of the Catholic Church is preferred. Apply online at <https://my.jobs/9c2576df4a964b9d969fc6f5b7943246161>

OSOS 1/22/18

County Historian (Penn Yan, NY)

- The work involves responsibility for collecting and preserving documents, maps, photographs and other materials relating to the history of Yates County. The work also includes responsibility for documenting the history of Yates County as it develops. Incumbents also do research writing and public speaking about Yates County and act as a resource for the general public on ethnic, religious, genealogical, archaeological or other related information. Work is performed under the general direction of the County Board of Legislators. Does related work as required. Monday - Friday 17.5 hours a week *Flexible work hours* TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects and preserves old documents, photographs and records; Answers questions and does research pertaining to the history of Yates County; Furnishes assistance to the public in search of historical information; Speaks about Yates County history before civil groups; Develops programs and educational projects in conjunction with area educational institutions and historical societies; Prepares genealogy tables of early settlers; Records current events for posterity; Writes grant proposals as needed; Scans and indexes various records; Prepares an annual report to the County Board; Performs other duties as assigned. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Yates County history; Ability to coordinate the work of various historical societies and other groups on particular projects; Ability to do historical research; Ability to speak before the public; Ability to prepare grant proposals; Ability to communicate effectively, both orally and in writing; Ability to make independent decisions; Ability to deal effectively with the public; Ability to operate computer equipment; Initiative; Tact; Courtesy; Physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: a) Graduation from high school or possession of a high school equivalency diploma; AND b) Experience in the research and collection of historical records. NOTE: Verifiable part time and/or volunteer experience will be prorated toward meeting full time experience requirements. To apply, please visit <https://mycivilservice.yatescounty.org/>. Deadline 2/28/18.

OSOS 1/8/18

Store Manager (Penn Yan, NY)

- Carey's Farm & Home Center is currently seeking a full-time Store Manager for their True Value retail center. The Manager will be responsible for the following duties, including, but not limited to:
 - Managing and executing the day to day operations of the hardware and farm store
 - Serve as our store's representative and set an example for our staff
 - Providing first class customer service by assisting customers and responding to customer inquiries/issues.
 - Coaching staff on how to handle difficult and complicated sales.
 - Enforcing safety, security and company personnel policies and rules.
 - Evaluate employee performance and identify hiring and training needs
 - Supervise, train, coach and motivate staff to perform their best and maximize team performance
 - Schedule staff to ensure adequate coverage based on every day, seasonal and event needs
 - Monitor and manage retail operating costs, budgets and resources
 - Working with external suppliers, monitor, order and maintain relevant and adequate store inventory
 - Execute in-season pricing strategies, including promotions and markdowns to reach financial targets
 - Create reports, analyze and interpret retail data, like revenues, expenses and competition
 - Maintain cleanliness and presentation of stock room and retail floor
 - Organize store merchandise racks by size, style and color to promote visually appealing environment.
 - Analyze consumer behavior and adjust product positioning
 - Conduct regular audits to ensure the store is functional and presentable
 - Examine merchandise to verify that it was correctly priced and displayed
 - Assign employees to specific duties to best meet the needs of the store
 - Train and develop new/existing associates on POS system and key sales tactics.

Requirements:

- High School diploma and minimum 5+ years of retail sales and/or management experience
- Proven track record as a problem solver with the ability to maximize profits, motivate staff, resolve conflict, create sales and develop leaders.
- Exceptional interpersonal and communication skills

- Excellent organizational, planning, forecasting, and problem-solving skills
- Proficient with computers and the use of POS systems and Microsoft Office
- Ability to work weekends, holidays, and overtime (as needed)

Salary is commensurate with experience.

Workforce Development 1/22/18

Confidential Secretary to Public Defender (Penn Yan, NY)

- The work involves responsibility for providing administrative, management, paralegal and clerical duties as established by the Public Defender. The position requires significant contact with court personnel, attorneys and various law enforcement officials. The confidential secretary duties are parallel to that of a law office manager, performing all administrative duties under the direction of the Public Defender and the Assistant Public Defender(s) but having considerable independence of action and judgment. Does related work as required. For a full description and list of duties, please visit <https://mycivilservice.yatescounty.org/jobopps> by 2/7/18.

Workforce Development 1/22/18

SKILLED/MANUFACTURING

Plumbing/HVAC Technician (Geneva, NY)

- Full Time/Part Time Plumber/HVAC Service Technician needed for local company. Minimum 3 years' experience. Must be neat, courteous and personable for residential service. Must have a clean NYS driver's license. Salary decided upon interview. Please send attached resume.

Craigslist post ID: 6464528536 1/18/18

Production Worker for Mill Work (Hall, NY)

- Well established company seeking individual experienced in the field of cabinetry, finishing, and millwork. QUALIFICATIONS: Must be punctual and reliable. Ability to read a tape measure and blue prints. Perform repetitive work. Take direction from superiors. Take pride in the finished product. Be able to work as a part of a team or independently. Full-Time work: Monday thru Friday 7:00-3:30. Benefit package: Holidays, Vacation, 401K. **NO phone calls only Email with cover and Resume. Salary requirements a plus! kelly@millcowoodworking.com. Salary: Negotiable. Hiring ASAP!

Craigslist post ID: 6461821648 1/16/18

Production Openings (Penn Yan, NY)

- We are looking for inspector packer production workers in the Penn Yan Area. We have openings on both day and night shifts. The position is inspecting and packaging plastic bottles as they come out of a machine. Fast-paced, repetitive work. Days 8am- 8pm, pay starts at \$11.30 an hour. Nights 8pm- 8am, pay starts at \$11.75 an hour. Days have 1- 30-minute lunch break and 4- 15 minute breaks; all of which are paid. Nights have 2 -30 minute breaks and 2- 15 minute breaks; again, all of which are paid. All positions are contract to hire. Pay starts at \$11.30 (+ shift differential). Upon being hired directly with Silgan, pay goes up another \$1 with raises every 6 months. Perfect Attendance bonuses are offered as well. (\$100 per month for perfect attendance). HSD/GED is required. Drug screen is required. If interested, call or text with your name and "Penn Yan" to 585-412-8534.

Craigslist post ID: 6445465965 1/2/18

Manufacturing Engineer (Penn Yan, NY)

- Superior Group is currently recruiting a Manufacturing Engineer for one of our clients in Penn Yan NY. This individual will be responsible for the day to day manufacturing engineering operations in assigned areas. Specifically, meeting production needs, executing related projects, and maintaining process/equipment documentation to ensure safe, consistent, and defined processes compliant with our HSE and Quality systems. For responsibilities and qualifications and to apply, please visit <https://my.jobs/4ea4b2ec5eb6453db43cec9b7c5b70c2161>

OSOS 1/22/18

Technical Service Engineer (Penn Yan, NY)

- The primary responsibility for this position is to develop optimized polishing performance data and technical sales presentations for next generation semiconductor polishing products, including ultra-fast oxide slurries and shallow trench isolation slurries, within the Surface Technology organization. This position is also serving as the key technical liaison between customers and Ferro. Ultra-fast oxide slurry is needed for the fabrication of new generation IC chips where vertical transistor integration scheme is utilized to maximize number of transistors. Required Qualifications: B.S. degree in science or engineering with extensive hands-on experience in chemical-mechanical planarization of semiconductor wafers and 5 years of experience in successful CMP process development, CMP data package development and product introduction at customers. Good fundamental understanding of polishing mechanism and chemistry is a plus. Apply at <https://my.jobs/c2cd4fcb26ee4a838b887286adebb3ab161>

OSOS 1/8/18

Inspector/Packer (Penn Yan, NY)

- Kelly Services currently has temp-to-hire Inspector/Packer openings at Silgan Plastic, a leading manufacturer that has defined the plastic bottle industry for more than 50 years. HURRY! TOUR / INTERVIEWS ARE COMING UP SOON! Don't wait. You need ample time to register and interview with Kelly first. SUMMARY These positions require candidates to hand pick plastic bottles off the line, inspect for defects, and then package the bottles. You will migrate between multiple lines to break up your day. DETAILS * Multiple spots available for 1st and 3rd shift - 1st 8:00AM - 8:00PM (\$11.30 per hour), 3rd 8:00PM - 8:00AM (\$11.75 per hour) * Rotating days off, but your working hours never change! Know your schedule months in advance * Pay increase if position goes permanent * Immediately eligible to apply for other openings * Eligible for permanent placement after 90 days * Lots of opportunities to grow and advance! * Excellent benefits after hired on permanently * \$100 bonus awarded monthly for perfect attendance * Industrial fans and blowers throughout the production floor * Music piped through the warehouse and production * Annual Steel Toe Shoe reimbursement * Overtime often available * Need a day off, but don't want to lose the pay? Try a shift trade! **Requirements** REQUIREMENTS * HS Diploma or GED * Ability to work as a team and individually * Strong attention to detail - Quality is a priority! * Previous manufacturing experience a plus, but not required If you want to fill out an application or to find out more information; please reply to this posting with your interest and resume. Apply at <https://my.jobs/dae8c1ad0de5421bafacc4f0620b824e161> OSOS 1/8/18

Assembly Worker (Penn Yan, NY)

- Express Employment Professionals is currently looking for full time entry-level manufacturing workers for a client in Penn Yan. Previous assembly, welding, fabrication or electrical experience preferred. Associate must have strong attention to detail and be willing to work in a team. This is a temp-to-permanent position with a starting pay of \$12 an hour. This is a Monday-Friday position 6am-2:30pm. Interested candidates should contact Express Employment Professionals at (607) 936-0770 or apply online at www.expresspros.com/CorningNY OSOS 1/2/18

Welder (Penn Yan, NY)

- Express Employment Professionals is currently looking for full time Welders for a client in Penn Yan. Previous Mig welding setup and operating experience preferred. Associate must have strong attention to detail and be willing to work in a team. This is a temp-to-permanent position with a starting pay of \$12 an hour. 1st Shift. Interested candidates should contact Express Employment Professionals at (607) 936-0770 or apply online at www.expresspros.com/CorningNY. OSOS 1/2/18

KanPak- Multiple Positions (Penn Yan, NY)

- **Packer - Downline- F/T- 1st, 2nd, 3rd shift**
- **Quality Control Auditor- Line**
- **Receptionist/Accounting Assistant**

To apply for any of the jobs listed above, please visit <http://www.hirebridge.com/v3/jobs/list.aspx?cid=7799>

Workforce Development 1/26/18

Job Leads for Surrounding Counties

Yates County Job Leads: www.yatescounty.org/wfdjobs

Ontario County Job Leads: <http://www.co.ontario.ny.us/93/Workforce-Development>

Seneca County Job Leads: <http://www.co.seneca.ny.us/departments/dhs-administration/workforce-department/job-leads/>

Wayne County Job Leads: <http://web.co.wayne.ny.us/workforce-development/workforce-development-job-seeker/>

January 2018

January 2018: Yates County Workforce Development Calendar of Events

***Important Notice:** This calendar is to be used for Temporary Cash Assistance applicants & recipient's activities. You may request copies at the WFD front-desk. All events are held at the Workforce Development Office unless listed at the bottom of this calendar in the "Notes Section".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day OFFICE CLOSED	2 Exempt Meeting: 11am	3 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	4 Personal Soft Skills: 9am-3pm	5	6
7	8 HSE: 9am-12pm JRT: 9:15am-12pm	9	10 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	11	12	13
14	15 Holiday OFFICE CLOSED	16 Jump Start: 1pm	17 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	18	19	20
21	22 HSE: 9am-12pm JRT: 9:15am-12pm	23	24 HSE: 9am-12pm Life Skills: 1:30pm – 3:30pm	25	26	27
28	29 HSE: 9am-12pm JRT: 9:15am-12pm	30	31 HSE: 9am-12pm Life Skills: 1:30pm-3:30pm			

***Notes:**

*HSE: High School Equivalency

*Monthly Exemption Meetings: Held every 1st Tuesday of the month at Workforce Development.



Workforce Development • 417 Liberty St., Penn Yan, NY 14527 • Ph.: (315)536-5140 & Fax: (315)531-3456
Career Planning Assistance Computers & High-Speed Internet Copy, Fax & Phone Services Book & Newspaper References Counselors Available for Assistance



NOW HIRING



We are looking for
Career Driven individuals
to
Join our FLACRA Team!

Senior Director of Medical and Residential Services

SENIOR DIRECTOR OF MEDICAL AND RESIDENTIAL SERVICES: Provides clinical and medical oversight of all FLACRA programs. Provides clinical and medical leadership, consultation and support to staff. Responsible for the development of a comprehensive evaluation, development and implementation of client service plans, provide follow up and modification as necessary. Develops and maintains acceptable standards of practice for program planning, implementation and evaluation. Develops and maintains positive and effective relationships with community groups, referral sources and service agencies. Minimum Qualifications: Master's Degree in Behavioral Science or Health background and a minimum of three years clinical and senior management in behavioral health. CASAC credential preferred. Minimum of five years of supervisory and progressive leadership experience in a similar healthcare setting. Requires flexibility of scheduling and travel to other Agency locations.

Please send resumes and cover letters to resume@flacra.org



JOB POSTING: EMPLOYMENT OPPORTUNITY
Full Time- Hourly- Exempt
Match Coordinator – School Based Yates and Ontario County
Posting: January 2, 2018

BBBS matches children ages 6-16 with volunteer mentors to reduce risky behaviors, improve academic performance and encourage healthy relationships. Essential to the Big Brothers Big Sisters brand, the primary function of the School Based Match Coordinator position is to oversee our [after school](#) programs in 4 schools of Yates and Ontario Counties. The position matches high school students in one to one relationships with elementary students in after school match meetings.

This position is home based; all necessary equipment and support to a [home based](#) position is provided. The ideal candidates would be central to Yates and Ontario Counties. Role requires 1 time a month travel to staff meeting in Rochester office.

Essential functions:

Provide on-site supervision of match activities at school based programs in 4 school sites in Yates and Ontario Counties for approximately 2 hours after school (4 days a week). Organize and plan weekly match activities including facility coordination.

Work collaboratively with school personnel, parents and related services to ensure project success and sufficient recruitment for program longevity. Conduct child and volunteer enrollment: including recruitment, interviews, character references, training, and dissemination of all policy information. Evaluate all participants for appropriateness to program.

Facilitate match meetings and continually assess the match relationship. Real and/or potential problems and barriers are identified, addressed and supported. Match support is provided on a frequency according to BBBS Standards. Ensure high-level expertise in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function. Utilize data management system to enter client information, match support and outcome data.

The functions of the position are to ensure that children are enrolled and matched while executing a high degree of independent judgment utilizing BBBS standards and practice and to provide match support to ensure child safety, positive impacts for youth, constructive and satisfying relationships between children and volunteers. A high level of customer service throughout all roles is needed.

Requirements

Minimum [Bachelors](#) degree in social services, human resources or related field preferred. Previous work experience in school programs, relationship development; interviewing and assessments; child and adult populations; understanding of child development and family dynamics. Must have car, valid driver's license, and meet state required automobile insurance minimums.

Contact

Interested candidates should send a resume' along with salary requirements to:

Ann Vodacek, Program Director
Big Brothers Big Sisters of Greater Rochester
232 S. Plymouth Avenue
Rochester, New York 14608
avodacek@bbbsr.org
www.BeABig.com
(585) 442-2250

**Email is preferred method for all candidate inquiries and for receiving resumes.*



Community Partner

NOW HIRING

FULL AND PART-TIME SALES ASSOCIATES

Carey's True Value is looking for self-starting, dedicated, hardworking individuals to provide excellent customer service, present hardware and home improvement solutions to all guests, generating sales, housekeeping, merchandising, signage, pricing, cash register operations (POS) and loss prevention in accordance with all company policies/procedures and store standards. This person will also be required to perform other store operational tasks as needed.

Apply in person at 163 Main St., Penn Yan, NY

Carey's is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law