



JOB VACANCY

March 29, 2017

Supervisor

EAC Network is looking for a part time Supervisor for its Suffolk County Children Center located in Cohalan Court Complex in Central Islip. The Supervisor is responsible for managing the staff/volunteers and daily operations of the center. The position is Monday through Friday from 9am to 1pm with flexibility for additional hours if needed. All qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, marital or protected veteran status. EAC Network is an EOE.

Candidates are encouraged to view agency Web site at www.eac-network.org

QUALIFICATIONS:

- Minimum of High School Diploma required, Bachelor's Degree in early childhood education or a related field preferred.
- Minimum of two years of training and/or experience working with children required.
- Excellent organizational, interpersonal and communication skills with ability to handle emergency situations.
- Must have or be willing to acquire CPR and First Aid certification once hired.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, and email and/or database software necessary to perform work assignments.
- Able to lift small children and toddlers up to 50 pounds.

RESPONSIBILITIES:

- Work with children based on age to improve literacy and language development, though use of stories, computer software, educational toys, games, arts and crafts, dance and writing.
- Supervise staff and volunteers.
- Work with children 6 weeks-12 years old in a supportive, educationally-oriented setting while parent in court.
- Make referrals and connections for parents to offer resources to beneficial community-based organizations, programs & entitlements.
- Maintain schedule of staff and volunteers to ensure adequate program coverage.
- Apprise parents of program parameters.
- Act as program liaison with Court employees, community partners and funders.
- Assist Division Director in raising funds for the program through fundraising events including assisting with grant writing when needed.
- Meet with staff for supervision and coordinate of in-service trainings as needed.

HOW TO APPLY:

E-mail resume/cover letter to: employment@eacinc.org