

## OCFS Center Manager

**PAY RATE:** \$23.23 per hour  
Limited Time Only: \$1,000 sign on bonus after 180 days of successful employment

**LOCATION(S):** Bolivar and Cuba

**WORK YEAR:** 12 months

**WORK HOURS:** Generally Monday through Friday, generally 8:00am – 3:30 pm, with some evening and weekend work required.

**JOB SUMMARY:** Assures and promotes the delivery of high quality early childhood education services by supporting day to day program operations, monitoring outcomes and ensuring compliance to applicable regulations, developing and maintaining staff and collaborative relationships with partners, coordinating staff coverage, and assuring full enrollment through recruitment efforts.

**QUALIFICATIONS:** Must meet OCFS Day Care Director requirements as listed below:  
Bachelor's degree including, or in addition to, 12 credits in Early Childhood, Child Development or related field AND One year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND one year of experience supervising staff in a child care program or a related field of work  
or  
New York State Children's Program Administrator Credential AND One year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program AND one year of experience supervising staff in a child care program  
or  
Associate's degree in Early Childhood or related field with a plan of study leading to: a Bachelor's degree; or a New York State Program Administration credential AND Two years full-time teaching experience in a child day care center, family or group family day care home, or other early childhood program AND Two years of experience supervising staff in a child care program  
or  
Child Development Associate credential with a plan of study leading to: a Bachelor's degree; or a New York State Children's Program Administrator Credential AND Two years full-time teaching experience in a child day care center, family or group family day care home, or other early childhood program AND Two years of experience supervising staff in a child care

# JOIN OUR TEAM!

## -BE A PART OF OUR STORY-



program

LICENSE REQUIREMENTS: Current driver's license with safe driving record

**EXPERIENCE:** See above

- ACCORD BENEFITS:**
- This is a full-time twelve-month position.
  - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
  - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment) and sick time
  - 13 paid holidays (11 holidays and 2 floating holidays)
  - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
  - Professional development advancement opportunities
  - Potential eligibility for student loan forgiveness
  - 35 hour work week supports work/life balance

All candidates must be fully vaccinated against COVID-19 or must be willing to receive their first vaccine and provide a schedule for additional doses upon hire.

**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)  
**FAX:** 585-268-7607

*Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*