



Schoharie County

Community Action Program, Inc.

**Community Greeter
Part-time**

Part-time Community Greeter position available at Schoharie County Community Action Program to facilitate the process of visitor health self-screening as recommended by the CDC.

Responsibilities: Professional presence in assisting community members who seek agency services through health self-screening such as: temperature checks, health questionnaire assistance, direction of visitors to their appropriate service delivery area, and daily sanitization of screening rooms and common areas. PPE supplies are provided by the agency. Also, provide general administrative support as needed.

Requirements: High School diploma or GED. This position also requires the ability to be self-directed and possess organizational/time-management skills, excellent verbal and written communication skills, good computer software knowledge, a valid NYS driver's license, and reliable transportation. Familiarity with SCCAP's services and other local service organizations a plus!

Submit: Cover letter, resume, and references postmarked or received via email by Friday, May 7, 2021 to:

Schoharie County Community Action Program, Inc.
Attn: Debbie Nikolaus
795 East Main Street, Suite 5
Cobleskill, NY 12043
admin@sccapinc.org

*Schoharie County Community Action Program, Inc. is a private non-profit and not a government agency.

AA/EOE