



# ***Community Action Organization of Erie County, Inc.***

**Funding Sources:**  
U.S. Dept. of H.H.S.  
N.Y. State Dept. of State  
County of Erie  
City of Buffalo

70 Harvard Place ■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

**DECEMBER 2, 2011**

**JOB NOTICE**

**IN-HOUSE/PUBLIC**

**The following position is available in our CAO Youth Services Department**

**POSITION:                      ACTIVITY COORDINATOR**

**DUTIES:**                      Maintain individual case files, develops links to other agencies to meet identified youth & family needs. Help develop & organize distribution of promotional materials to increase youth participation. Plan & chaperone youth on field trips. Provides weekly & monthly program progress reports. Supervise the staff, volunteers, & program implementation. Monitoring program records & reports for all program and sites. Participate in SES recruitment, identify, evaluate, & recommend various educational tools to achieve program goals/outcomes

**QUALIFICATIONS:**  
BA in Human Services or related discipline and two years experience working with low-income/at risk youth or 7 years related experience. Must have a valid NYS Driver License and reliable transportation.

**SALARY:                      \$12.00 per hour Full-time**

Applications/ resume will be accepted at CAO HR Department, 70 Harvard Place, Buffalo 14209, until December 22, 2011 or email to [caohr@roadrunner.com](mailto:caohr@roadrunner.com).

**NO PHONE CALLS PLEASE.  
(JOB POSTING #236)**