



*Schoharie County*

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**Community Action Program, Inc.**

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**Community Greeter  
Part-time**

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

***Responsibilities:*** Professional presence in assisting community members who seek agency services through health self-screening – temperature checks, assist in completing health questionnaire, direct visitors to appropriate service delivery area, sanitization of screening rooms and common areas. PPE supplies are provided by the agency.

***Requirements:*** High School diploma or GED. Position requires ability to be self-directed and possess organizational/time-management skills, excellent verbal and written communication skills and good computer skills. 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, September 18, 2020 to:

Schoharie County Community Action Program, Inc.  
Attn: Justina Farris  
795 East Main Street, Suite 5  
Cobleskill, NY 12043  
[Jfarris@sccapinc.org](mailto:Jfarris@sccapinc.org)

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