

# JOIN OUR TEAM!

## -BE PART OF OUR STORY-



### Registration Coordinator

**PAY RATE:** Starting at \$15.89

**LOCATION(S):** Belmont, NY 14813

**WORK YEAR:** 12 Months

**WORK HOURS:** Monday – Thursday 8-4:30pm, Friday 8-3:30pm, occasional evening hours

**JOB SUMMARY:** Receiving and processing applications to become a Registered Daycare provider, assuring compliance with NYS Day Care Regulations; addressing complaints and concerns and educating Day Care programs and the general public on issues and procedures regarding quality of care; works closely with NYS Office of Children and Family Services.

**QUALIFICATIONS:** Associate Degree preferred or High School Diploma and two years' experience in the field of Early Childhood Development. Travel required in Allegany and Cattaraugus Counties.

**EXPERIENCE:** Onsite visiting and knowledge of the NYS Office of Children and Family Day Care Regulations preferred or the equivalent combination of education and experience.

**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)
- 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 opportunities

**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.*