



Full-Time Support Specialist

Children's Board Family Resource Centers in Town 'N Country

Description

Assist in development and implementation of adult, family and children's programming including housekeeping duties, supervision of children, and Center furnishings and equipment maintenance.

Refer families to appropriate community resources as needed.

Document services, maintain records, complete reports, purchase supplies, input data, communicate both verbally and written.

Complete training and other duties as assigned.

Bilingual preferred.

Email resume to: ljordan@childrenshome.org

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