



Opportunities, Inc.

Job Announcement Staff/Public

Open November 10th-21st,
2022, closing at 1:00 pm or
until filled. "EOE"



Job Title: Clerk **Salary: \$14.00 an hr. + full benefits**

Overall Responsibilities:

1. Will organize and participate in on going substitute recruitment.
2. Will ensure completion of all necessary paperwork and orientation process using appropriate materials with all Trainees and substitutes, document and keep on file and update as needed to meet program requirements.
3. Will assign substitutes on a daily basis according to priorities identified in coordination with appropriate component supervisors.
4. Will communicate with Trainees and substitutes as needed to ensure effective work site placement.
5. Will communicate with supervisory staff on a consistent basis to facilitate effective staffing patterns and to assist with identifying training needs as well as evaluating and reviewing the implementation of training.
6. Will be completely familiar with substitute placement duties and responsibilities.
7. Will back up receptionist position in her absence for answering phones, copying, distributing information to Head Start parents, etc.
8. Will assist in preparation of program mailings, whether regular or bulk, as assigned.
9. Will perform mail run responsibilities to all in town sites, inclusive of picking up, delivering, and distribution of mail.
10. Will run business-related errands as required, such as pick-ups and deliveries.
11. Will assist with computer input and or typing as required; correspondence, data input, etc.
12. Will perform in-house copying duties per in-house copying procedure for program components.

Qualifications:

1. Must be able to perform Essential Functions/ Special Requirements of the job.
2. Must be able to operate a computer.
3. Must be proficient in Windows/Word/Excel.
4. Must have a high school diploma or equivalent.
5. Ability to organize, plan and prioritize multiple tasks.
6. Must not have any prior convictions of physical or sexual abuse of children.
7. Must be able to comply with background check, inclusive of fingerprints, as required by the Agency and/or Montana Day Care Licensing Agency.
8. Must be able to work independently.
9. Ability to accept and utilize supervision.
10. Must have a valid Montana Driver's License, MT required vehicle insurance, and a good driving record.

An Opportunities, Inc. application MUST be completed for consideration. Email a scanned pdf application to hr@gfoppinc.org. You may request an application & a job description by calling 406-761-0310.