

# Employment Guide



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The Daily Star

The Cooperstown Crier

The Weekly Star

374001

**We're Hiring!**

**The City of Oneonta** is accepting applications for a part-time **Civilian Dispatcher** with the Oneonta Police Department. Candidates must be available nights and weekends. Applications and job description are available at the Personnel Office, 258 Main St., or at [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel). EOE

**ONC BOCES** OTSEGO NORTHERN CATSKILLS BOARD OF COOPERATIVE EDUCATIONAL SERVICES has the following vacancies:  
**Accountant**  
**Senior Account Clerk**  
**Health Benefit and Claims Clerk**  
Please visit [www.oncboces.org/jobs](http://www.oncboces.org/jobs) for a complete list of openings, job descriptions and application information.  
EOE

**Hampton Inn** by HILTON  
Is Currently Hiring For The Following Position  
**\*Breakfast Bar Host**  
Hours 5am-1pm  
Please Apply in Person at 225 River St. Oneonta. No Phone Calls Please!

**theroxbury** contemporary catskill lodging  
Join a fun team at one of the most exciting hotels in the country!  
**Full & Part-time positions available**  
Front office and housekeeping opportunities. Flex schedule but weekends are a must.  
We're now interviewing for current openings and future positions at our new property, The Roxbury at Stratton Falls coming later in 2019. If you're outgoing, dependable, take pride in your work and ready to join a fun team, send your resume and a few sentences about yourself to [info@theroxburymotel.com](mailto:info@theroxburymotel.com).

**The City of Oneonta** is currently accepting applications for full-time **Automotive Servicepersons**  
This position includes competitive pay and a comprehensive benefits package. Applications and a job description are available at [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or City Hall, 258 Main Street.  
EOE

**LEATHERSTOCKING CREDIT UNION**  
**Full-Time Member Service Rep (Teller)**  
Leatherstocking Region Federal Credit Union  
Monday thru Friday, and some Saturdays required.  
The successful candidate will be organized, responsible, and dedicated to customer service. Experience is preferred but not necessary. Competitive Salary and Benefits package.  
Please forward resume and cover letter to:  
**Anoel Kelly**  
CU Manager  
Leatherstocking Credit Union  
24 Glen Avenue  
Cooperstown, NY 13326  
Ph: 607-547-5700 x 111  
Fx: 607-547-1856  
[akelly@lsrfcu.org](mailto:akelly@lsrfcu.org) • [www.lsrfcu.org](http://www.lsrfcu.org)

**After School Coordinator**  
Associates degree in child development, elementary education or other education-related field, Bachelors preferred.  
Must have two years direct experience working with children under the age of 13 as well as experience working with older adolescents and one year supervisory responsibility in a child care program or related field of work.  
NYS driver's license. Oversees the day to day operation of the Advantage After School program based at the Sidney Central School District. Provide administrative supervision to the program and staffing oversight. 25 hours per week. Hours will vary based on program need but will always include 2:30 - 5:30 pm.  
Salary \$20.35 per hour.  
Applications accepted through September 23, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, Hamden, NY 13782  
Equal Employment Opportunity MF/F/Disability/Protected Veteran Status

**The Daily Star** is seeking **Part-time Clerks**  
Primary responsibilities include assisting the sports desk by taking phone calls, box scores and information regarding high school sports; writing capsules of the games from calls and emails; calling schools for sports-related information such as rosters and schedules; and assisting the sports desk in other tasks as needed. Requirements include working nights; ability to multi-task in a fast-paced environment; knowledge of grammar and spelling; phone and typing skills; basic knowledge of sports; and knowledge of word-processing programs. Knowledge of Associated Press style is a plus.  
To apply, send a resume and cover letter to [sports@thedailystar.com](mailto:sports@thedailystar.com).

**OEConnect WANTED: OEConnect**  
is looking for a few qualified contractors to install fiber internet connections in homes and businesses. Must have tools, ladders and telephone availability to set up installations. Must be able to come into our offices in Hartwick to pick up equipment for installs. Must have prior experience, your own vehicle, and insurance.  
**Send Resume and References to:**  
OEConnect, PO Box 128, Hartwick, NY 13348.  
607.293.6622 or send email to:  
[OEConnectTech@otsegoec.coop](mailto:OEConnectTech@otsegoec.coop).  
Background checks will be required

**Family Residence Prevention Services Coordinator**  
Live-in housing in Stamford, NY; all related expenses provided to suitable candidate and immediate family members. Candidate to provide a nurturing, supportive, safe home for children in foster care. Must be able to address emotional and behavioral concerns within the home. Candidate responsible for coordinating daily living house needs as well as supervising support staff working in the home. Bachelor's degree and/or four years experience working with children and adolescents. Master's degree preferred, but not required. NYS driver's license and personal vehicle required.  
Salary range \$49,395 - \$58,903 annually.  
Applications accepted through September 24, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, Hamden, NY 13782; [jmontgomery@delop.org](mailto:jmontgomery@delop.org)  
Equal Employment Opportunity MF/F/Disability/Protected Veteran Status

**JOBS JOBS JOBS**  
**Look Right Here!**

**WE ARE HIRING!**  
**APPLY TODAY for a GREAT JOB in COOPERSTOWN!**

**GREETER** — Welcome and assist guests in the Glimmerglass and our new 1909 dining rooms or the Hawkeye Grill. All shifts, all days of the week.

**SERVERS** — Wait on guests in the Glimmerglass and our new 1909 dining rooms, the Hawkeye Grill and special events. Experience preferred. Must be available for all shifts, breakfast, lunch and dinner; and all days of the week. Days off rotate.

**TABLE BUSSERS** — Set up, clear & move tables in the Dining Room and Hawkeye Grill, must be available all shifts and days of week. Must be able to lift and move 40+ lbs. Days off rotate.

**EVENT MANAGEMENT SET-UP** — Move and set up tables, equipment and provisions for events, meetings and function rooms. Various evenings. Must be able to lift and move 50+ lbs.

**ROOM ATTENDANTS** — 8am-3pm @ Cooper Inn or 8:30am-3:30pm Otesaga Hotel (6 days a week). Duties include but are not limited to, deep cleaning and upkeep of guest rooms, cleaning and upkeep of guest hallways including doors and windows, neatness of closets and carts, heavy cleaning of the Cooper inn guest rooms and hallways including doors and windows, etc.

**HOUSEPERSON** — 8am-3pm (6 days a week including weekend and holidays) Duties include but are not limited to, heavy vacuuming, sweeping, mopping, cleaning of restrooms, removing trash, taking care of guest requests, delivering and picking up of clean and dirty linen, etc. Must be able to lift 50 lbs.

**STEWARDS/DISHWASHER** — experience preferred. Days and evenings, 5 days a week. Clean and maintain cleanliness of kitchen work areas, dishes, floors, equipment etc.

**LAUNDRY** — wash, dry, fold, all hotel linens and uniforms; must be able to stand for long periods of time; help hotel staff to find laundered uniforms, dry cleaning, table linen etc.; Good attendance and positive attitude.

**BELL STAFF / VALET** — Must be 18+ and have an excellent driving record & interact with people. Weekdays & weekends; varying hours. Must be able to lift and move 50+ lbs. This position will meet our guests as they drive up to the hotel. They are the first person that greets our guests. Unload luggage from the vehicle as our guest checks in. May help them to their room and park their car.  
*Must be at least 18 years old. The Otesaga Hotel and Cooper Inn is an Equal Opportunity Employer.*

Fill out an application online at [www.otesaga.com](http://www.otesaga.com) or contact:  
**Terri Winter, Director of Human Resources**  
60 Lake Street, Cooperstown, NY 13326  
[twinter@otesaga.com](mailto:twinter@otesaga.com) or 607-544-2507

**Gilboa-Conesville CSD Cleaners Needed!**  
(2) Full-time positions to work 2nd shift 2:30 p.m. – 11:00 p.m. Excellent benefits, including paid leave. Salary based on experience as per Non-Teaching Association contract. Call for more information.  
**Substitutes – Needed for all areas Teachers, LTAs & Cleaners**  
Interested individuals are encouraged to call for more information. Applications are available on Gilboa-Conesville CSD website. Send letter of interest, application ASAP to 132 Wyckoff Road, Gilboa, NY 12076. Information, call **Jack Etter, Jr., Superintendent, 607-588-7541**

**Family Residence Support Worker**  
Bachelor's degree in psychology, sociology, education, or related field and/or four years' experience working with children or adolescents. Provide general support to family resident parent and children in foster care. Job duties include recreation transportation and other related activities to assist children placed in foster care at the agency operated foster home. Overnight shift possible. Personal vehicle required; mileage reimbursed.  
Salary range \$17.76 - \$21.18 per hour. 35 hours per week.  
Applications accepted through September 24, 2019 at **Delaware Opportunities Inc.**, 35430 State Highway 10, Hamden, NY 13782; [jmontgomery@delop.org](mailto:jmontgomery@delop.org)  
Equal Employment Opportunity MF/F/Disability/Protected Veteran Status

**Helping People Changing Lives**  
**Join Our Team of Dedicated and Caring Professionals**

- **Residential Associates** (FT & Sub; works at OFO shelters)
- **Building Healthy Families Support Specialist**
- **Energy Services Program Coordinator**
- **Home-Based Family Partner**

*FT Head Start positions with school breaks and summers off:*

- **Center Director**
- **Classroom Teacher**
- **Assistant Teacher**
- **Center Associate**

OFO is a family-oriented organization offering competitive wages, excellent benefits & opportunities for professional growth. For an application, submission instructions, benefit package summary & descriptions of all employment openings, visit:  
[www.ofoinc.org/jobs](http://www.ofoinc.org/jobs) EOE

The leader in developing innovative solutions to promote healthy lives, thriving families, and caring communities since 1966.

**MULTI-MEDIA Account Executive**  
The Daily Star, Central New York's premiere daily newspaper company, is seeking a positive, outgoing & motivated individual to join our sales team and help satisfy the promotional needs of area businesses.  
**The successful candidate should possess:**

- Positive attitude
- Strong communication skills
- Sales experience preferred
- Willingness to match multiple media platforms to the individual needs of their customers
- The ability to identify new clients and grow new business partnerships will be key to success

A competitive compensation plan including base salary, commissions, bonuses and a full benefits package is available to the right candidate. Valid driver's license required.

**For consideration, please submit your resume and cover letter to:**  
Valerie Secor, Advertising Director at [vsecor@thedailystar.com](mailto:vsecor@thedailystar.com)  
102 Chestnut Street, Oneonta, NY 13820  
[www.thedailystar.com](http://www.thedailystar.com)