

# Madison-Champaign ESC/ North Union Job Posting

## Position: Latchkey Coordinator (part-time)

### Assignment

- North Union Elementary Latchkey Program (Richwood, OH)
- Part time: 25 hours per week to start then 12.5 hours per week – am or pm
- In charge of staff evaluations, hiring, purchasing

### Minimum Qualifications

- Valid ODE license/permit- can apply once hired
- High School Diploma, Associates degree preferred
- Satisfactory results on criminal record checks including fingerprints
- Knowledge of daycare licensing rules preferred
- 1 year experience in child care/day care setting

**Date Posted:** July 29, 2021

**Beginning Date:** August 2021

**Salary :** Commensurate with experience, in accordance with approved salary schedule

### Application Procedure

Please send letter of interest and resume along with application to:

Sheila Roberts, Director  
Madison-Champaign ESC  
2200 S US HWY 68, Urbana, OH 43078  
Phone: 937-484-1557, ext. 105  
Email: [sheila.roberts@mccesc.org](mailto:sheila.roberts@mccesc.org)

**WILLING TO  
TRAIN THE  
RIGHT PERSON**



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