



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION - IN HOUSE RECRUITMENT

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**POSITION:** Farmworker Services Supervisor  
**SUPERVISED BY:** Farmworker Services Director  
**SALARY:** \$55K to \$60K per year  
**LOCATION:** Winton, Merced County, CA  
**POSTING DATE:** December 4, 2025  
**APPLICATION DEADLINE:** Until Filled

### **POSITION SUMMARY:**

The Farmworker Services Supervisor supports the daily operations of the Farmworker Services Department across the Madera, Winton, and Modesto Workforce Centers. This position supervises assigned staff, ensures consistent implementation of program requirements, supports outreach and training activities, and assists with administrative and performance responsibilities.

The role requires strong leadership, organization, effective communication, and the ability to work in a fast-paced environment.

### **EXAMPLES OF DUTIES**

1. Develop training materials and provide ongoing training for field staff, including case managers, job developers, and outreach staff across all centers.
2. Supervise, monitor, and evaluate assigned staff, such as case managers, job developers, outreach personnel, and clerical staff.
3. Provide direction and monitor performance standards for all programs and services; implement corrective action when necessary.
4. Coordinate program performance reporting with the Farmworker Services Director.
5. Serve as a liaison with the MIS department to ensure staff complete all paperwork accurately and on time.
6. Provide support and coverage during staffing fluctuations as needed.
7. Assist with launching, coordinating, and overseeing new projects and initiatives within the department.
8. Monitor staff and student compliance with CVOC policies, including policies on harassment and discrimination.
9. Assist the Farmworker Services Director with staff disciplinary actions, student grievances, and student disciplinary matters.
10. Monitor safety in assigned centers, including classrooms, and work with the Safety Officer and Facilities Manager to correct potential hazards. Assist with processing student injury reports.
11. Schedule and conduct staff meetings as directed by the Farmworker Services Director.
12. Coordinate outreach efforts to increase community engagement and enhance CVOC's visibility.
13. Perform other related duties as assigned.

## **REQUIREMENTS**

1. A.A. degree in Social Science, Business Administration, or a related field, plus two years of management experience. (Two years of program management experience may substitute for up to two years of the education requirement.)
2. Knowledge of state and federal program regulations and the ability to interpret and implement them.
3. Familiarity with community resources and ability to build strong collaborative partnerships.
4. Excellent verbal and written communication skills.
5. Experience supervising multiple offices or multiple program sites.
6. Bilingual English/Spanish required.
7. Valid California driver's license and personal automobile liability insurance.

**PREFERRED:** Past experience in social services field, assisting low-income populations.

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A resume must be received to be considered for employment with CVOC.

**EOE/At Will Employer**