



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.
INTERNAL ONLY**

POSITION	LOCATION	PROGRAM
Center Manager	Metcalf County	Children's Services
Closes: Open Until Filled	Full-time position with our Children's Services Program at our Metcalfe Enrichment Center in Metcalfe County. Duties include management of the daily operations of the center, record keeping and supervision of center staff, as well as ensuring that comprehensive social and educational services are delivered to enrolled children and their families.	
Qualifications:	Minimum requirement is a Child Development Associate Credential (CDA), plus one year paid verifiable experience working directly with children; or Family Service Associate (FSA). An associate's or Baccalaureate degree in Early Childhood Education and Development or related field preferred.	
Salary:	Salary for this position will be based on education and experience, with an excellent benefit package.	
Application Process:	For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below, or you may apply in person at the following Community Action locations: 921 Beauty Avenue Bowling Green, KY 42101 770 Industrial Drive #2 Edmonton, KY 42129 E-mail: resume@casoky.org www.casoky.org	
Funding Source:	Head Start is a federally funded program through an annual grant from the Department of Health and Human Services/Administration for Children and Families.	

Note: Internal candidates will need to complete an internal application and return to Central Office.