



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Early Head Start/Child Care Manager	Warren County	Children's Services

Closes: Open Until Filled

Full-time position located at our Central Office with our Children's Services Program in Warren County. Duties include guiding the planning and implementation of a comprehensive child development program through a defined curriculum for ages 0-3. The Early Head Start/Child Care Manager will also assist in the training of staff and parents.

Qualifications:

Minimum qualifications for this position are a baccalaureate or advanced degree in early childhood education required or coursework equivalent to an early childhood education degree with experience teaching preschool age children. Administrative and supervisory experience required. Must be computer literate and have working knowledge of basic computer software such as Microsoft Office including Word and Excel. Must be knowledgeable of basic office procedures and have ability to operate basic office machinery. Must possess administrative office management skills. Must have good organization skills and experience working with the public.

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

200 East 4th Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

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.