

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

Children's Services **Head Start Center Manager**

\$2,000 sign on Bonus

Location: Biddeford/Saco

38 Weeks a year; 35 hours/week

10 Weeks a year; 27.5 hours/week

The purpose of the Head Start Center Manager position is to provide vision and leadership to the assigned site staff by creating a positive, welcoming, safe environment where Head Start and Early Head Start children and families can thrive.

The ideal candidate:

- Is someone who has a passion to make a difference and wants to have a positive impact on the lives of young children and families of York County.

Job Responsibilities:

- Provides leadership, supervision and guidance in ensuring full implementation of Head Start Performance Standards, licensing regulations and program/agencies policies and procedures.
- The Head Start Center Manager is an integral part of the Management Team which includes participating in monitoring, reporting, program's self-assessment, planning and decision making.
- Oversees and conducts management of assigned building/classroom and related budgets for team meetings, activities and materials.
- Coordinates and attends case management, team and building meetings and activities.
- The Head Start Center Manager initiates, nurtures and maintains linkages with community partners as a means to advance YCCAC's mission in our client-centered environment.

Educational Requirements & Experience:

- Bachelor's degree in Early Childhood Education or related field.
- Must possess and be able to demonstrate effective management and leadership skills and be willing to participate in job related training.
- Must have at least five years related experience as a supervisor or manager.

Why YCCAC Children Services:

- We offer a competitive salary; excellent orientation, training and supervision; and a comprehensive benefits package to any employ that works 30 hours or more per week that includes health insurance, dental insurance, retirement benefits and match, life insurance, flexible spending account, paid holidays and paid time off.
- The position offers a sign-on bonus of \$2,000 payable in two installments.

Visit our website at www.yccac.org for an application. Resumes and applications will be accepted until **August 20, 2019**

York County Community Action
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(207)324-5762 or 1-800-965-5762

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EOE