

August 24, 2018

Mahube-Otwa Community Action Partnership, Inc. Head Start Program has an opening for a full time, benefited, 40 hours/week, seasonal (32 hours/week in summer), **Operations Manager** position.

TITLE: Head Start Operations Manager

DUTY STATION: Mahube-Otwa Office, Detroit Lakes or Park Rapids, MN

QUALIFICATIONS: REQUIRED: Four years of college and Bachelor of Science or Bachelor of Arts in Human Services, Early Childhood Education, or a related field. At least three years of supervising and managing project activities. A Minnesota Driver's License. **PREFERRED:** A Bachelor's degree in child development, early childhood, or equivalent coursework. Head Start Program experience and additional education and training in parenting education and/or family systems.

BASIC FUNCTION: This position exists to provide overall coordination, planning and supervision of all Early Head Start and Head Start sites in accordance with the Head Start Performance Standards and Department of Human Services (DHS) and licensing regulations. This position is responsible for the daily operations of center, home base, and child care partnership sites. This position must monitor and make recommendations to ensure comprehensive services are provided to all Early Head Start and Head Start children and their families. This position must have an effective working relationship with community partners and education professionals. The person in this position adheres to the Agency Standards of Conduct and Agency Values of client focused, community minded and resourceful. Must have the ability to recognize and maintain confidentiality of client information and work materials.

A COMPLETED APPLICATION IS REQUIRED.

Download at www.mahube.org

Mahube-Otwa Community Action Partnership, Inc.

1125 West River Road, P.O. Box 747

Detroit Lakes, MN 56502

218-847-1385

Email Applications to: hr@mahube.org

Application Deadline is September 7, 2018 at 4:30 p.m.

Equal Opportunity Employer