

September 6, 2018

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

TITLE: Head Start Program Manager/Child Care Collaboratives Manager

DUTY STATION: Detroit Lakes, Fergus Falls, or Park Rapids, MN Mahube-Otwa Offices

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.

BASIC FUNCTION: This position is half time Program Manager and half time Child Care Collaboratives Manager. The Program Manager is responsible for the day-to-day management and supervision of all Head Start and Early Head Start program management and systems. Ensures program-wide implementation of Head Start Performance Standards, Head Start Act of 2007 and applicable state and county regulations. The Child Care Collaboratives Manager position is the part time director at Rothsay Child Care and works closely with the administration, director, and teaching staff to ensure quality programming. This position also works with the Head Start programs to expand early childhood education across our service area, be creating private-public partnerships and overseeing high quality early childhood services. 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 20, 2018 at 4:30 p.m.

Equal Opportunity Employer