

November 2, 2018

Mahube-Otwa Community Action Partnership, Inc. **Head Start Program** has an open position for a full-time, benefited, seasonal (reduced hours in the summer), **Site Coordinator for Hubbard County.**

**TITLE:** Head Start Site Coordinator

**DUTY STATION:** Mahube-Otwa Office – Park Rapids, MN

**QUALIFICATIONS: REQUIRED:** Four years of college and Bachelor of Arts or Bachelor of Science Degree in Education, with Pre-Kindergarten or Early Childhood emphasis, or Social Service or related field. At least five years of experience working with low income families and preschoolers/infants/toddlers. Must have computer skills including working with email, internet, data entry, and computer files. A Minnesota Driver's License. **PREFERRED:** A Bachelor's Degree in Child Development, Early Childhood, or equivalent coursework and hold a current teaching license. Additional education and training in parenting education and/or family systems.

**BASIC FUNCTION:** This position exists for the coordination and supervision of Head Start/Early Head Start center, home base, childcare sites, and family service at assigned locations. This position is responsible for ensuring the provision of comprehensive Head Start/Early Head Start service to enrolled children and families in compliance with the Head Start Performance Standards and Department of Human Services (DHS) Licensing Guidelines. 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](http://www.mahube.org)**

Mahube-Otwa Community Action Partnership, Inc.

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Email Applications to: [hr@mahube.org](mailto:hr@mahube.org)

**Applications Accepted Until Position is Filled**

*Equal Opportunity Employer*