



*Making a difference in the lives and families of
young children within our communities*

VACANCY ANNOUNCEMENT

Date: May 2, 2017

**Open until filled
Position starts In December**

CENTER COORDINATOR SUTTON-PALMER CENTER - Provide leadership in providing early childhood education, health, and nutrition services to children and their families within the community. Responsible for the overall day-to-day administration, oversight and management of the Center which includes program management, staff supervision, training, planning, and regulatory compliance with regulatory requirements

MINIMUM QUALIFICATIONS AND KNOWLEDGE/SKILLS/EXPERIENCE REQUIRED:

- Bachelors Degree in Early Childhood or Related Field
- Experience in management and supervision of early childhood programs and staff.
- Three years working experience in a developmentally appropriate program for children.
- Excellent communication, listening and observation skills, sensitivity to individual and cultural diversity. Must possess excellent interpersonal skills.
- Capable of self-direction, decision making and working independently with minimal supervision.
- Knowledge of community resources and services relative to the agency's goals.
- Ability to work cooperatively with groups of parents, supporting agencies, staff members and community representatives.

PHYSICAL/MENTAL ABILITIES AND PROCESSES:

- Frequent significant decisions to assure effective operation of center.
- Regular kneeling, stooping, bending, and sitting on the floor.
- Ability to lift and carry up to 30 lbs.

CONDITIONS OF EMPLOYMENT:

Fingerprinting/Background Check
Physical/Health History
Policy Council Approval

Food Handlers Certificate
Valid Alaska Driver's License
CPR and First Aid Certification

GENERAL INFORMATION:

Location: Sutton-Palmer Center (located inside Sutton Elementary School)

Supervisor: Donna Johnson, Programs Director

Schedule: Full-time (40 hrs/wk), Exempt, part-year (39 weeks/yr)
Summer, Christmas and Spring Break layoff.

Salary: \$24-26 per hour DOE and education, Plus Benefits (medical, dental, & life, insurance; training, paid leave, Flexible Spending Plan, paid holidays, etc.)

To Apply: Submit resume and application to cgruver@ccsalaska.org or
jrizzootremba@ccsalaska.org

CCS administrative office, 2060 E Industrial Dr, Wasilla, AK 99654

**For more information or to download an application visit www.ccsalaska.org
CCS is an Equal Opportunity Employer**