



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

## VACANCY ANNOUNCEMENT

**Date: October 11, 2017**

**Open Until Filled**

**Assistant Center Coordinator** – Responsible for the day-to-day administration, oversight and management of the afternoon/evening program including program management, staff supervision, training, and regulatory compliance. Promote family partnerships through home visits, parent and community involvement, education, and family activities to achieve outcomes that lead to positive and enduring change for children and families.

### **TWO positions available:**

- Early Head Start Center in Wasilla Infant Toddler, Ages 0-3. Schedule: Mon-Fri 9:30am – 5:30pm, 40 hours per week, 49 weeks per year
- Wasilla Head Start Center. Preschool, Ages 3-5. Schedule: Mon-Fri, 10:30am – 7pm, 40 hours per week, 44 weeks per year (August – May)

### **Minimum Qualifications**

- Associate's degree in early childhood or related field.
- Three years of experience in child development.
- Experience working with families / clients in a supportive role.
- Ability to work flexible hours on occasion

### **Employment Requirements**

Fingerprinting/Background Check  
CPR and First Aid Certification  
Valid Driver's License

Annual Physical/Health History  
Food Worker Card  
Current Auto Insurance

### **General Information**

Location: 2100 East Foundry Way, Wasilla, AK

Supervisor: Center Coordinator

Salary: \$18.50 - \$21 per hour DOE/E, plus benefits (medical, dental, & life, insurance; training, professional development opportunities, paid leave, Flexible Spending Plan or Health Savings Account, paid holidays, retirement plan with matching contribution 1-3%)

**To Apply:** Submit resume and application to [cgruver@ccsalaska.org](mailto:cgruver@ccsalaska.org) or [jrizzootremba@ccsalaska.org](mailto:jrizzootremba@ccsalaska.org)

Or Mail to: CCS Administrative Office, 2060 E. Industrial Dr. Wasilla, AK 99654

Questions? – call us, 373-7000

**For more information or to download an application visit [www.ccsalaska.org](http://www.ccsalaska.org)**

**CCS is an Equal Opportunity Employer**