



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Assistant Center Manager</b>	<b>Warren County</b>	<b>Children's Services</b>

**Closing Date: Open Until Filled** Full-time position assisting with the management of our Education and Human Services Head Start Center. Duties shall include directing, administering and coordinating the activities of the Child Care Program in support of agency and program policies, goals, and objectives. In addition, assists the Head Start Center Manager with the following: managing the daily operations of the site, personnel management, record-keeping, recruiting and enrolling children, fiscal management, training of staff, and serving as back-up to the Center Manager as needed.

**Qualifications:** Minimum qualification is an Associate's Degree in Early Childhood Education, Social Services, or related area or equivalent years of experience working with families with three and four year old children. Bachelor's Degree and supervisory experience preferred.

**Salary:** Minimum salary for this position will be dependent upon education and experience, with an excellent benefit package.

**Application Process:** For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Ave.  
P.O. Box 90014  
Bowling Green, KY 42102

200 East Fourth Street  
Bowling Green, KY 42101

171 Center Street  
Bowling Green, KY 42101

E-mail: [aroution@casoky.org](mailto:aroution@casoky.org)  
[www.casoky.org](http://www.casoky.org)

**Note: Internal candidates will need to complete an internal application and return it to Central Office.**

**EOE**

**M/F/D/V**

**Posted: 10/15/2009**