



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITON	LOCATION	PROGRAM
Assistant Center Manager	Warren County	Children Services

Closes: Open Until Filled Full-time position assisting with the management of our Warren County Center. Duties shall include assisting the Center Manager with the following: managing the daily operations of the site, personnel management, record-keeping, recruiting and enrolling children, fiscal management and training of staff.

Qualifications: Minimum qualification for this position is a high school diploma (or GED), with an Associates or higher degree in Education or closely related field highly desirable. Five years previous experience working with children and prior supervisory experience preferred.

Salary: Minimum salary for this position will be dependent upon education and qualifications, 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 Avenue
Bowling Green, KY

200 E 4th Street
Bowling Green, KY

171 Center Street
Bowling Green, KY

E-mail: aroy@casoky.org

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

EOE

M/F/D/V

Posted: 9/7/2010