



Helping People Help Themselves Since 1964!

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NOTICE OF VACANT POSITION

May 5, 2017

Southeastern Community & Family Services, Inc. is accepting applications internally and externally for the Head Start position listed below:

Center Manager (Pembroke)

Summary: Ensures that established agency policies and procedures are strictly complied with. Plans, organizes and implements activities vital to the program. Directs and supervises center personnel in the performance of their duties. Provides training for staff and parents. Maintains records of confidentiality, monitors, implements and evaluates all center activities.

Reporting Relationships:

Reports to: Assistant Head Start Director/CDHS Administrator
Manages: Center Staff
Relationships: Head Start Staff, Accounting Dept., Administration, Parents and enrollees

Principle Duties and Responsibilities include those listed below as well as other duties assigned by the Assistant and Head Start Director.

- Provides leadership and support for center staff and enrollees
- Approves timesheets and travel claims
- Conducts staff conferences and meetings
- Meet CDA competency goals
- Organize parent committee
- Develop and maintain effective relationship with staff and parents
- Demonstrates familiarity with agency programs, Head Start and Day Care licensing guidelines and maintains compliance
- Supervises various screenings-vision, speech, hearing, classroom observations, learning accomplishments and developmental screening
- Ensures up to date files are maintained for each enrollee and family, center property inventory, parent/volunteer participation, attendance reports and staff education
- Submit requisitions for all center needs-classroom, kitchen, playground, bus, postage and center repairs
- Monitors the arrival and departure of buses in transportation of enrollees, staff, parents and volunteers



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- Ensures safety of playground and classroom activities
- Assures home visits are completed and in compliance with guidelines
- Compiles monthly reports, submitted within deadline
- Program evaluation
- Any other duties as assigned

Minimum Requirements: Bachelor's degree in Early Childhood Education. Must have a commercial driver's license or be willing to acquire CDL's within 90 days of initial employment. Prefer two years of bus driving experience. Must maintain educational requirements of day care licensing to maintain current rating **Bilingual applicants encouraged to apply.**

Instructions: Send Agency application, cover letter and resume by **May 19, 2017** to:

Tamara Monroe, HR Director
Post Office Box 1025
Lumberton, NC 28358
Email: recruitment@scfsnc.org

Applications may be obtained by visiting the Agency's website: www.SCFSNC.org/CAREERS

Equal Opportunity Employer