



HELPING PEOPLE. CHANGING LIVES.

Main Office: 469 East Ohio Street, Circleville, OH 43113-2034
Phone: 740-477-1655
Fax: 740-474-9277
Website: www.picca.info
Executive Director: Andrew Binegar

DATE: April 25, 2019
DEPARTMENT: Early Childhood
POSITION TITLE: Ohio Center Coordinator
SALARY RANGE: Commensurate to Center Coordinator wages
HOURS: 40 hour week Monday – Friday, all year

JOB SUMMARY:

The Center Coordinator serves as the educational lead for one or more centers in the Head Start/Early Head Start program, with responsibilities including the following:

- * Support the full implementation of all aspects of the Head Start/Early Head Start Program's early learning system, policies/procedures and tools, with the goal of supporting all children (birth to five) to achieve school readiness goals.
- * Responsible for day-to-day operations of the center(s).
- * Supervise all center staff including support, coaching, and implementing program requirements.

QUALIFICATIONS:

- Bachelor Degree in Early Childhood Education, Human Services, or related degree preferred.
- Supervisory experience. Ability to lead and direct the work of others.
- Experience with the education of infants, toddlers and preschoolers.
- Experience or training in working with families of children birth to five years old in low income communities.
- Effective oral and written communication skills, including computer literacy.

Additional Requirements:

- Must provide three references.
- Must pass a pre-employment drug screen, physical examination, and tuberculin skin test and update in accordance with program policy.
- Must pass all criminal record checks and update in accordance with program policy.
- Must have a valid Ohio Driver's license.
- Must obtain and maintain certification in pediatric First Aid, CPR, Recognition of Communicable Disease, Child Abuse Recognition, and Bloodborne Pathogens training.
- Ability to maintain confidentiality of children and families served.

DIRECT DEPOSIT ELECTRONICALLY FOR COMPENSATION IS REQUIRED.

DEADLINE FOR APPLICATION: May 17, 2019

SEND RESUME' AND COVER LETTER TO THE ATTENTION OF: Debbie Hoffman, 145 East Corwin Street, Circleville, OH 43113 or dhoffman@picca.info

PICCA is an Equal Employment Opportunity Employer

Affirmative Action Policy Statement:

The Pickaway County Community Action Org. Inc. (hereinafter referred to as PICCA) hereby declares and affirms its commitment to equal opportunity in employment and provision of services. PICCA will comply with all requirements of the Civil Rights Act of 1964 and other applicable statutes, regulations, or executive order, which prohibits discrimination, based on race, color, national origin, sex, age, political affiliation, or disability. The organization maintains compliance with related statutes including but not limited to the Americans with Disabilities Act. PICCA also maintains a formal Cultural Diversity Policy.

Ashville Neighborhood Center
97 Miller Avenue
Ashville, Ohio 43103
740-983-2530

Corwin Center
Head Start
145 East Corwin Street
Circleville, Ohio 43113
740-474-7411

Ohio Center
Early Head Start/Head Start
722 Clinton Street
Circleville, Ohio 43113
740-474-9544