

Winnebago Migrant and Seasonal Head Start, located in Winnebago, MN, is looking for a Center Manager to work for the program. This is a 9 month position with competitive wages and a benefit package. This position is scheduled to work mid-March to mid-December each year. Bi-lingual in English and Spanish strongly preferred, but not required. Benefits include Single Health Insurance, Dental, Vision, AFLAC, 401(k) with a 5% company match, Flexible Spending Account, and Employee Assistance Program.

The Center Manager leads, manages and coordinates the development of program options for the local service area, which may include Region V, XII, and Early Head Start programs as well as Childcare/Early Childhood collaborations, to assure quality services for children and families which comply with Head Start Performance Standards, state regulations and Tri-Valley policies. The Center Manager assures integrated services from all local teams and/or agencies as well as support services. The Center Manager is Tri-Valley's legal representative for all center activities and services, which are funded through the corporation. The Center Manager ensures that all center staff is adequately supervised.

Minimum Requirement:

1. Associate degree or 2 years equivalent experience in early childhood education, public or community health, social work, management or another field directly related to the responsibilities of the position.
2. One year experience supervising two or more staff.
3. One year experience promoting adult learning.
4. One year experience working in a leadership or management position.
5. Excellent communication skills, verbal and written.
6. Proof of valid driver's license and current/adequate vehicle insurance coverage.

Tri-Valley is an EOE/M/F/H/V.

If you would like to apply for the opportunity to work with young children and their families and/or have questions on the position and its requirements, please visit our website at www.tvoc.org to apply or view a complete job description, or call Tara @ 952-232-1208 for more information. To be considered for employment, applications and credentials, including transcripts and licenses, must be received by February 2, 2012. Applications without supporting credentials/transcripts will not be considered.