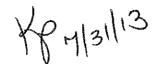
## YADKIN VALLEY Economic Development District, Inc.

## **HEAD START**

POST OFFICE BOX 309, BOONVILLE, NC 27011 TELEPHONE (336) 367-4993 - FAX (336) 367-4997 SERVING: DAVIE, STOKES, SURRY, and YADKIN COUNTIES



TO:	<ul> <li>Interested Persons</li> <li>N. C. Employment Security Commission (Fax 679-7350)</li> </ul>
FROM: PROGRAM DIRECTOR/ COORDINATOR	Rhonda Wrenn, Acting Head Start Director
DATE:	7-31-13
RE:	JOB VACANCY
POSITION TITLE:	Facilities Coordinator
LOCATION:	Boonville, NC
WORK SCHEDULE:	Monday-Friday 7:30-4:30, some evenings
WAGE RANGE:	TBD DOE
STARTING DATE:	August 2013
JOB DESCRIPTION:	Must be efficient with basic facilities maintenance, including minor plumbing and construction. Will be responsible for repairs, lawn and playground upkeep for 15 childcare centers in a four county area and will coordinate contracted repairs.
REQUIREMENTS:	Minimum requirement- High School Diploma  Must be able to lift at least 75 pounds and be able to operate power tools. Must be able to operate a computer and will be responsible for completing paperwork.
CONTACT:	Qualified applicants should contact: Rhonda Wrenn, Acting Head Start Director 336-367-4993 ext 225 rwrenn@yvheadstart.com

**EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER**