

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

KP 7/31/13

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| TO: | <ul style="list-style-type: none"> ▪ Interested Persons ▪ N. C. Employment Security Commission (Fax 679-7350) |
| 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