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To:	Interested Current Staff
From:	Rhonda Wrenn, Head Start Director
Date:	November 6, 2013
Re:	JOB VACANCY <i>Internal Posting Only</i>
Position Title:	Program Support / Deputy Director
Location Address:	Boonville, NC
Work Schedule:	Generally M-F , 7:30am – 4:30pm; some late evenings
Wage Range:	TBD
Starting Date:	November 2013
Job Objective:	Coordinate and oversee professional development and training for Head Start staff. Assist with the monitoring of program inspections, reviews, and assessments. Administrative support for program Director.
Education Requirements:	Must have AAS degree in Human Services or related field. Must have strong leadership skills and the ability to handle multiple tasks. Must have access to personal vehicle for job use. Must meet state and federal employment standards. (regulations).
Close Out Date	Until filled
Contact:	<p>Qualified applicants should contact Rhonda Wrenn, Head Start Director 336-367-4993 ext 225 rwrenn@yvheadstart.com</p> <p>Employment Application available for download at www.yveddi.com</p>

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