



Post Office Box 309, Boonville, NC 27011
 533 N Carolina Avenue Highway 601 N
 Telephone (336) 367-7251 – Fax (336) 367-3637
 Serving: Davie, Stokes, Surry, and Yadkin Counties

YVEDDI provides equal employment opportunities for everyone. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

To:	<ul style="list-style-type: none"> • Interested Persons • N. C. Dept. of Commerce – Workforce (ESC) • Local YVEDDI Service Centers • Surry Community College • Indeed.com
From:	Kathy Payne, Executive Director Rhonda Wrenn, Head Start Director
Date:	6-8-18
Re:	JOB VACANCY
Position Title:	Facilities Coordinator
Location Address:	116 Baptist Church Road Boonville, NC 27011
Work Schedule:	Generally M-F , 8:00-4:30 PM
Wage Range:	Competitive – DOE
Starting Date:	June 2018
Job Objective:	<p>Ensure that Head Start’s physical environment meets all safety and program regulations by providing maintenance and maintaining repairs in multiple sites/facilities.</p> <ul style="list-style-type: none"> • Provide lawn maintenance at HS facilities as needed such as, mowing, weed control, and deliver sand etc. • Conduct ongoing inspections at each HS facility. • Assist with facility budget planning and monitoring • Complete minor repairs at HS facilities that may include landscaping, carpentry, plumbing, electrical and HVAC. • Coordinate contracted professional services for facility maintenance to include playgrounds, floors, plumbing, and electrical work as needed. • Deliver and assemble supplies and classroom equipment.
Education Requirements:	<p>Prefer AAS Degree in Construction Management Technology or related field, but will consider a combination of education, experience and skills needed to perform job duties. Must have basic computer skills, excellent time management ability and be able to understand and comply with local, state and federal guidelines that pertain to the scope of work. Must meet state and federal employment standards (regulations).</p>
Close Out Date	Until filled
Contact:	<p style="text-align: center;">Qualified applicants should contact Rhonda Wrenn, Director 336-367-4993 ext. 225 rwrenn@yvheadstart.com Employment Application available for download at www.yveddi.com</p>

Employment with YVEDDI is “at will”. You or YVEDDI may end your employment with us at any time for any reason within applicable state and federal laws.