



Post Office Box 309, Boonville, NC 27011  
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 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.**

<b>To:</b>	<ul style="list-style-type: none"> <li>• Interested Persons</li> <li>• N.C. Works (ESC)</li> <li>• Local YVEDDI Service Centers</li> <li>• Surry Community College</li> </ul>
<b>From:</b>	Kathy Payne, Executive Director Rhonda Wrenn, Head Start Director 
<b>Date:</b>	4-4-19
<b>Re:</b>	<b>JOB VACANCY</b>
<b>Position Title:</b>	<b>Facilities Coordinator</b>
<b>Location Address:</b>	116 Baptist Church Road Boonville, NC 27011
<b>Work Schedule:</b>	Generally, M-F, 8:00-4:30 PM
<b>Wage Range:</b>	Competitive – DOE
<b>Starting Date:</b>	April 2019
<b>Job Objective:</b>	Ensure that Head Start’s physical environment meets all safety and program regulations by providing maintenance and maintaining repairs in multiple sites/facilities. <ul style="list-style-type: none"> <li>• Provide lawn maintenance at HS facilities as needed such as, mowing, weed control, and deliver sand etc.</li> <li>• Conduct ongoing inspections at each HS facility.</li> <li>• Assist with facility budget planning and monitoring</li> <li>• Complete <b>minor</b> repairs at HS facilities that may include landscaping, carpentry, plumbing, electrical and HVAC.</li> <li>• Coordinate contracted professional services for facility maintenance to include playgrounds, floors, plumbing, and electrical work as needed.</li> <li>• Deliver and assemble supplies and classroom equipment.</li> </ul>
<b>Education Requirements:</b>	<b>Prefer AAS Degree in Construction Management Technology or related field</b> , 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).
<b>Close Out Date</b>	Until filled
<b>Contact:</b>	<b>Qualified applicants</b> should contact Rhonda Wrenn, Director 336-367-4993 ext. 225 <a href="mailto:rwrenn@yvheadstart.com">rwrenn@yvheadstart.com</a> Employment Application available for download at <a href="http://www.yveddi.com">www.yveddi.com</a>

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