



Oregon Coast
Community Action
Positive Change for Thriving Communities



Program Operations Coordinator

*Are you interested in a rewarding career helping children in your community? Do you believe in treating people with dignity and respect? Are you committed, caring, and compassionate? Then the **Program Operations Coordinator** position is for you!*

Locations: Coos Bay, OR

Compensation: Salaried, \$49,000-\$55,000 annually

Hours: Full-Time, Exempt

Benefits: 100% premium paid dental and vision. 91% premium paid medical. 403(b) retirement plan with 6% employer contribution. \$10,000 life insurance plan paid for 100% by employer. 10 paid annual holidays off, vacation, sick leave, & float leave.

Deadline: March 18th, 2020

ORCCA's Head Start Program Overview

South Coast Head Start is a comprehensive early childhood program that serves children and pregnant women of income eligible families throughout the Southern Oregon Coast. The program is funded by both state and federal grants. All services are provided at no cost to the families. Head Start provides activities for children that help them grow mentally, socially, emotionally, and physically. The program supports parents as the first and most important teacher of their children. Priority for enrollment in Head Start programs is based on child age, family income, disabilities, and other factors that demonstrate a need for services. South Coast Head Start is an equal opportunity provider. If you're interested in working for SCHS, job applications can be found at www.orcca.us

Overview of Key Duties and Responsibilities:

The Program Operations Director is responsible for the smooth and efficient operation of South Coast Head Start and Early Head Start sites, ensuring quality services that are designed to meet the needs of the children, families, community and staff. This will be done directly or through delegation of responsibility to the program's Area Managers and/or Site Leads.

Position Qualifications:

- Minimum B.A. in Early Childhood, Human Services, or related field; four years' experience with Head Start or early childhood education program; three years supervisory experience.
- Driving to sites on a regular basis throughout Coos, Curry, and Coastal Douglas Counties will be required.
- Hire, coach, supervise, and evaluate the performance of Area Managers and Site Leads throughout Coos, Curry, and Coastal Douglas Counties.
- Work with Area Managers and Coordinators to ensure that facilities, transportation, food service, technology resources, and center operations are effectively and efficiently managed and meet the Head Start Performance Standards, all regulations, and policies and procedures.
- A current Oregon Driver's License is required.

For further details and instructions on how to apply, please visit our Website at www.orcca.us/careers