



HEAD START PROGRAM ASSISTANT

Posting Dates: November 12-December 3, 2021

Families First of Minnesota has a full-time, part-year **Program Assistant** position available at The Place in Rochester, MN. This position is responsible for supporting a safe and developmentally appropriate learning environment for children in the program, including, but not limited to, supervising children, facilitating daily and weekly activities, providing guidance to children in social interactions and working in a professional manner with center staff, parents, children and when applicable, outside community members.

This non-exempt position is scheduled 40 hours/week, Monday-Friday between the hours of 7:30A.M.- 4:30 P.M. Compensation for this position is \$18.55/hour. Benefits include Health Insurance, Dental, Vision, Life, Long-Term Disability and 403(b) Retirement Savings, in addition to paid vacation, sick leave, holidays and personal holidays.

Our Program Assistant position requires a minimum of a Child Development Associate (CDA) certification. The ability to demonstrate enrollment in a program toward completion of these credentials within two years is also acceptable. Experience or training working in Early Childhood is preferred, but not required.

Head Start parents are encouraged to apply and will be given preference based on qualifications. If interested in applying for this position, please visit our website at <https://c2r2.applicantpro.com/jobs/>.

ABOUT US:

Families First of Minnesota, formerly known as Child Care Resource and Referral, is a non-profit organization committed to ensuring positive beginnings for all young children and their families. For over 40 years, Families First has been serving as a resource for families, children, child care professionals and early education programs in SE Minnesota. Programs under the Families First umbrella include Head Start, Early Head Start, School Readiness, Child Care Aware, Early Learning Scholarships, Crisis Nursery, and Child Care Consultation. Families First of Minnesota is an Equal Opportunity Employer and is committed to creating a multi-cultural, bias-free agency.