



**Head Start
Program Aide – Berlin
Part Time**

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Our Head Start Program needs charismatic people who want to make a difference in the lives of low-income children and families!

Come join a caring team of professionals who love what they do!

This position could work in a variety of environments within our Head Start Program. Various work could include aiding in the classroom, helping on the bus, and assisting with our nutrition program.

Responsibilities Include:

Add dimension of quality in the classroom:

- Support the team in providing a developmentally appropriate experience for the children
- Ensure a safe and engaging classroom/transportation environment

Assist in our nutrition program:

- Help with providing nutritional meals for the children

Job Requirements:

- An Early Childhood course is needed to be completed within 6 months of hire; or related equivalent at time of hire
- Special Needs experience preferred
- Must be able to work a flexible schedule of possibly varying duties at various locations
- Have reliable transportation
- CPR certified or willing to obtain
- Drug Screening and background check required
- Conversational Spanish or Hmong a plus

Starting wage is \$11.22 per hour.

Work schedule is Monday – Thursday, 20 - 28 hours/week, with some Fridays

Employment is for the program year, with summers off.

Benefits offered include: vacation, sick and holiday pay, 401k option

Please submit resumes with cover letter to:

Human Resources, ADVOCAP, Inc.,

PO Box 1108, Fond du Lac, WI 54936-1108 OR

FAX 920-922-7214 OR Email hr@advocap.org

Responses received by 10/29/21 will receive preference.

<http://www.advocap.org/>
AA/EOE