



**Head Start
Program Aide – Fond du Lac
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:

- Helping on the bus:
 - Assist drivers in safe loading and unloading of children aged 3 – 5 years old. Engage children in learning and enriching conversation during their ride and ensure the children's safety on various routes
- Add dimension of quality in the classroom:
 - Support the team in providing a developmentally appropriate experience for the children
- 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

Position(s) will start as soon as possible

Starting wage is \$11.22 per hour.

Work schedule is Monday – Thursday, 25 – 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

Resumes will be received until position is filled.

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