**Rainbow Learning Enrichment**

 **River Valley M & S Head Start**

 202N. Schuyler S-107, Kankakee, IL 60901

 **** Ph: (815) 932 0569 Fax: (815) 932 0595

**Illiana M & S Head Start**

150 South Randolph Street, Sheldon IL 60966

 Ph: (815) 429 3174 Fax: 815 429 3195

[www.rvmshs.org](http://www.rvmshs.org)

 <https://www.facebook.com/MigrantHeadStart>

**DBA**



## Essential Qualifications Program Support Coordinator

#### Education:

Minimum of a high school diploma or equivalent with course work in business and/or word processing.

**Experience:**

* A minimum of one year in a similar position. Beginner's level proficiency in Microsoft Word or Word Perfect 6.1, Windows, and Lotus or Excel. Demonstrably congenial inter-personal skills, including comfort greeting strangers.

#### A clearly understandable speaking voice and use of proper telephone etiquette. Preferred bi-lingual, Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education; Spanish and English.

####  Ability to resolve problems to direct visitors or callers to the appropriate person, or to help the visitor or caller. Must be courteous, articulate, well-organized in the work setting, punctual, able to complete tasks promptly, and able to perform tasks with minimal supervision. Must be willing to work a flexible, schedule occasionally.

#### Demonstrates understanding of the principles & practices of Early Childhood Development.

#### Familiarity with community resources.

#### Experience organizing and managing multiple responsibilities under pressure and documenting extensive information.

#### Good interpersonal and communication skills, including the ability to work as part of a team, Bilingual (Spanish/English) preferred.

#### Additional Requirements:

* Regular access to a reliable vehicle, vehicle insurance, and a current Illinois driver's license.
* Ability to pass a health examination and criminal background check. Successful experience working in a team setting.
* Experience successfully and respectfully working with a culturally diverse staff and clients.
* Ability to present a positive image of the organization to members of the community.
* Visual and auditory acuity within professionally determined normal ranges, with correction if needed.
* Manual dexterity sufficient to operate office equipment, including but not limited to: computer, telephone, fax machine, copier, and tape recorder.
* Must be able to travel, enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.

### Working Conditions:

* This is a seasonal employment, running from June – October.
	+ Trainings (which might involve travel out of the area) are required previous and during opening of the center
* Tasks that involve possible exposure to blood, bodily fluids or tissues.
* Job requires of mobility for long period of times without assistant. as well as stooping, squatting, and running;
* Must be able to lift 55 pounds;
* Must be able enter and exit a vehicle without assistance, and withstand exposure to adverse weather conditions.
* You might be required to work at either or both of our two centers (Sheldon IL / Kankakee IL)

### Benefits:

### Competitive wages (according to qualifications), Unemployment, Sick and Holiday Pay

**The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted with DHS approval.**