



## **Program Aides – Part Time & Temporary**

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!**

These positions could work in a variety of environments within our Head Start Program. Various work could include aiding in the classroom, helping on the bus, or assisting with our nutrition program. Program Aides could be assigned to work in either Fond du Lac or Green Lake counties.

### **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
- Employment for Program Aides is for the Head Start Year, with summers off
- Some of the positions/duties could be split shifts
- Work schedule is Monday – Thursday, 20 - 28 hours/week, with some Fridays
- Position(s) will start as soon as possible

### **Job Requirements:**

- An Early Childhood course is needed to be completed within 6 months of hire; or related equivalent at time of hire
- 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 \$10.51 per hour.

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](mailto:hr@advocap.org)>

Responses received by **10/12/18** will receive preference.

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

AA/EOE