

## **Rural Utah Child Development - Job Opening for Site Manager Position**

The position is open to the community at large and “in house” to parents, current substitutes, temporary, regular employees, and regular non-parent volunteers. Job opening announcements are being sent out to parents and staff. The job is also being open to the public through the Dept. of Workforce Services.

**Location:** This position will require the employee to rotate offices on a set schedule throughout the week between the Carbon County Center and Wellington Head Start.

Carbon County Center: 1375 S 100 E, Price UT 84501

Wellington Head Start: 250 W 200 N, Wellington UT 84542

**Hours:** 40 hours per week (8 hours per day, 5 days per week, Monday through Friday)

**Salary Range:** Starting at \$15.18 per hour; additional education will be considered in pay rate

### **Job Summary:**

- Actively locates and informs families within the recruitment area of the availability of program services, and provides encouragement and assistance in applying for admission to the program.
- Supports family well-being, including family safety, health, and economic stability, to support child learning and development, and to foster parental confidence and skills that promote the early learning and development of their children.
- Responsible for the supervision and upkeep of RUCD property to ensure that the facility is well maintained and in compliance with regulatory requirements.
- Generates, collects, verifies and submits in-kind contributions to meet matching requirements and comply with regulation

### **Requirements:**

- High school diploma or equivalent. Previous experience in HS/EHS, as well as advanced training/certification or post-secondary degree in human services or a health-related field, is preferable.
- Family Development Certification within eighteen months of hire.
- Ability to create a document in Word and do basic word processing, create Spreadsheets (Excel), scan/fax/email, utilize Google applications (Hangouts, Docs, Sheets, Forms), utilize video and audio conferencing, business messaging and webinars (WebEx, GoToMeeting), and learn industry-specific software (ChildPlus)
- Strong leadership experience with the ability to work with parents, teachers, and community partners.
- Excellent communication skills; must be able to set clear expectations and give/receive feedback clearly and effectively
- Pass a background criminal investigation register check and drug screen.
- Possess a driver’s license in the State of residency, have reliable transportation, and maintain required insurance coverage.
- Pass a physical examination and Tuberculin Skin Test (TB) at the time of hire and every 4 years thereafter.
- Occasional travel for overnight and extended trips for training and/or monitoring.

### **How to apply:**

- Please submit a resume to [jjjustice@rucd.org](mailto:jjjustice@rucd.org) by 5 pm on Friday, July 3rd.

To request a copy of the full job description or for further information, please contact Julie Justice at the email above or call 435.630.1350.

This institution is an equal opportunity provider and employer.