

Head Start Safety & Maintenance Coordinator

SEVCA Windsor County Head Start
107 Park Street, Suite 1
Springfield, VT 05156

Job Description:

Opening for a Safety & Maintenance Coordinator within SEVCA Windsor County Head Start. Seeking an organized and motivated professional to work with staff in a Head Start program serving children ages 3-5 years, and their families. The Safety and Maintenance Coordinator is responsible for the safe operation and maintenance of all playgrounds, and to ensure that facilities, materials and equipment are maintained to create a learning environment that is safe and age-appropriate. Please send cover letter, resume, and three letters of reference directly to the contact person listed below.

Lori Canfield

107 Park Street, Suite 1
Springfield, VT 05156

lcandfield@sevca.org

Phone: 802-885-6669, ext. 8102

Fax: 802-885-6618

Equal Opportunity Employer

Job Requirements:

- High school diploma or GED.
- Training or expertise required by the position.
- Valid and current Driver's License.
- Favorable Criminal Record Check and positive driving record.
- Positive interpersonal skills.
- Good physical and mental health.
- Ability to interact with children appropriately.
- Ability to maintain confidentiality regarding children and families at all times.
- Ability to be handle maintenance jobs, cleaning carpets, stripping and waxing floors, repair vacuums, and general up-keep at all centers.
- Positive attitude.
- Ability to work as a team player.