



**COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.**

| <b>POSITION</b>     | <b>LOCATION</b>      | <b>PROGRAM</b>             |
|---------------------|----------------------|----------------------------|
| <b>Mentor-Coach</b> | <b>Warren County</b> | <b>Children's Services</b> |

**Closes: Open Until Filled**

Full-time position available with our Children's Services Program at the Warren County Central Office. The purpose of the position is to assist the Education Manager with the implementation of the curriculum and provide training and technical assistance through evidence-based practices. The Curriculum Coach will assist with classroom observations and mentoring of classroom staff in order to increase knowledge and understanding in child growth and development, while adhering to the purpose and mission of Community Action of Southern Kentucky, Inc.

**Qualifications:**

Baccalaureate Degree in Early Childhood Education or a related field required. Must obtain a Kentucky Early Childhood Trainer Credential, be computer literate and have working knowledge of basic computer software such as Microsoft Office including Word and Excel, be knowledgeable of basic office procedures and have ability to operate basic office machinery, possess administrative office management skills, have good organization skills and experience working with the public, and have excellent communication skills.

**Salary:**

Salary range for this position is \$19.37-\$19.95/hour, with an excellent benefit package.

**Application Process:**

For immediate consideration, you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below:

921 Beauty Avenue  
Bowling Green, KY 42101

E-mail: [resume@casoky.org](mailto:resume@casoky.org)

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

**Funding Source:**

**Head Start is a federally funded program through an annual grant from the Department of Health and Human Services/Administration for Children and Families.**

**Note: Internal candidates will need to complete an internal application and return to Central Office.**