

## HOUSING

### Housing Assistance Specialist

**Petersburg (preferred)**

Works with clients applying for assistance through the Rental and Foreclosure Prevention programs. Some travel within service area (Dubois, Pike and Warrick Counties).

**Qualifications:**

- Minimum of high school diploma or GED required;
- Experience and/or education in Business and/or Finance desired.

## WEATHERIZATION

### Retrofit Installer

**Jasper**

Works with clients to evaluate the need and install the products that make their homes safe and energy efficient.

**Qualifications:**

- Minimum of high school diploma or GED;
- Licensed driver with proof of auto insurance coverage;
- Experience in basic construction helpful. Specific training provided.

## HEAD START PRESCHOOL

### Site Supervisor

**Petersburg**

Coordination of daily operations. Supervises education staff and site receptionist.

**Qualifications:**

- At least 21 years of age;
- Bachelor's Degree in Early Childhood Education or a related field;
- Early education teaching experience;
- Effective (written and oral) communication, business and organizational skills.



### Lead Teacher

**Boonville, Jasper, Petersburg**

A member of the teaching team that plans and implements activities in the classroom.

**Qualifications:**

- Associate's Degree in Early Childhood Education required, Bachelor's Degree preferred;
- Experience working with 3 to 5 year-old children in a preschool environment preferred.



**If you enjoy helping people and need a part-time schedule,  
contact us to discuss flexibilities in any of these opportunities!**

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## CAREER OPPORTUNITIES

### HEAD START PRESCHOOL - continued

#### Assistant Teacher

**Boonville, Jasper, Newburgh, Tennyson**

A member of the teaching team that plans and implements activities in the classroom.

**Qualifications:**

- Minimum of high school diploma or GED and **must be currently enrolled in:**
  - A Child Development Associate (CDA) program, to be completed within two years of date of hire; **OR**
  - A program leading to an Associate's Degree or Bachelor's Degree in Early Childhood Education.
- Experience working with 3 to 5 year-old children in a preschool environment.



#### Bi-Lingual Center Aid

**Jasper**

Assists with all center operations (classroom, meals, cleaning and special projects)

**Qualifications:**

- At least 18 years of age;
- Minimum of high school diploma or GED;
- Enrollment in Child Development Associate (CDA) program after 6 months of employment;
- Ability to communicate with Spanish speaking children and parents.



#### Center Aid

**Jasper, Petersburg**

Assists with all center operations (classroom, meals, cleaning and special projects)

**Qualifications:**

- At least 18 years of age;
- Minimum of high school diploma or GED;
- Enrollment in Child Development Associate (CDA) program after 6 months of employment;



#### Substitute Teacher

**Boonville, Jasper, Petersburg, Newburgh, Tennyson**

A member of the Head Start team that performs various duties that reflect the needs of the staff, families and children in the Head Start program. There are no guaranteed hours with this position and will be called in as needed.

**Qualifications:**

- Minimum of high school diploma or GED

#### Substitute Cook

**Boonville, Jasper, Petersburg, Newburgh, Tennyson**

A member of the Head Start team that provides healthy and nutritious meals to the children, staff and volunteers of Head Start. There are no guaranteed hours with this position and will be called in as needed.

**Qualifications:**

- Minimum of high school diploma or GED

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