**WASHINGTON COUNTY NB & PW CLUB, INC.**

**JOB ANNOUNCEMENT**

**POSITION:** [**Head**](https://www.worksourcegaportal.com/vosnet/jobbanks/jobdetails.aspx?enc=) **Start Director**

**GENERAL DESCRIPTION:**

The Head Start Director is directly responsible for the overall operation of the Head Start program which includes providing leadership, direction and management of staff and program; compliance with Federal and State regulations and guidelines; collaborate effectively with public and private organizations, agencies and institutions in the communities served; establish and maintain effective management and service delivery systems to insure the implementation of a quality Head Start program; work in partnership with Policy Council and Board of Directors.

**REQUIREMENTS:**

1. Ability to communicate effectively, positive attitude, dependability and ability

to organize and perform with minimum of instruction.

2. Must have general knowledge of accounting.

3. Must be able to supervise and manage effectively.

4. Should have background in Early Childhood Development.

5. Must attend all meetings held after work hours and workshops for administrative and

other programmatic areas.

**EDUCATIONAL REQUIREMENTS:**

Must possess at a minimum a Bachelor’s Degree in Organizational Management;

Master’s Degree preferred. Experience in managing/administering a social service agency

or related area.

Mail resume to:

Washington Co. NB & PW Club, Inc.

**ATTN: HR**

P. O. Box 896

Sandersville, GA 31082

or

E-Mail to: [m.ayers@nbpw.org](mailto:m.ayers@nbpw.org)

**DEADLINE FOR RESUME: 12:00PM, October 19, 2022**

**Washington County NB & PW Club, Inc. is an Equal Opportunity Employer**