

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

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Website: [www.accap.org](http://www.accap.org)



## JOB OPENINGS



Please reference [www.accap.org/accapcareers](http://www.accap.org/accapcareers) for full job descriptions. Call or email [hr@accap.org](mailto:hr@accap.org) for questions or concerns.

**Teacher - 2 or 4-year degree in Early Childhood Education required.** Must meet MNDHS division of licensing requirements for Head Teacher. Maintains and operates a safe and developmentally appropriate preschool classroom. Responsibilities include lesson plans, individualized work plans, record keeping and reporting, and child development outcome reporting. Prepares and participates in parent/teacher conferences and attends home visits and staff trainings. Oversees the center staff including assistant teachers, classroom aides and volunteers. **Starting Wage: \$20.86/hr**

**Assistant Teacher - CDA credential or enrollment in a CDA credential program required.** Must meet MNDHS division of licensing requirements for Assistant Teacher. Assists in organizing and operating the classroom according to state/federal laws and regulations. Assists in classroom setup; planning and preparing work materials for the children; and record keeping; assists as needed with transporting/serving meals and cleanup. Prepare and participate in Parent/Teacher conferences. Substitute teaches as needed. **Starting Wage: \$17.04/hr**

**Classroom Aide - Experience working with children and knowledge of Early Childhood Development preferred.** Assist in maintaining a clean, safe classroom and craft room, assists with the Home Base Center - day and evening meetings. Transports food from the kitchen and set up for family-style meals, show children how to set tables, and general clean-up of the area. Assists children with activities like tooth brushing and arts and crafts. **Starting Wage: \$11.84 - \$13.03/hr DOQ**

**Bus Driver /Full & Part Time – Commercial Driver’s License, Class C with Passenger Endorsement required.** Transports children, clients, volunteers, mail, and supplies to and from various locations. Assists the Transportation Coordinator as requested. Responsible for immediate care of those being transported. Assist passengers on and off the vehicle if needed. **Starting Wage: \$19.07/hr**

### **Benefits:**

***Regular Status employees receive: Paid Time Off (Sick and Vacation), 10 Paid Holidays/Year, Matched 403(b) Retirement Plan, Tuition Reimbursement***

***Full - Time Regular Status Employees Also Receive: Agency paid single medical, single, or single + 1 dental, \$50,000 term basic life insurance, short- and long-term disability. Additionally, employees are offered Vision, Voluntary Term Life, Critical Illness & Accident insurance, HSA, FSA & Dependent Daycare Reimbursement Accounts.***

**Live-In Caretaker – Ramsey, Fridley, Columbia Heights, and Lexington MN – Previous Maintenance/Caretaking Experience. Valid Driver’s License.** Caretaker duties include Cleaning and maintenance of hallways/common interior spaces. Grounds: Including clean-up, lawn care and trimming. Shovel/salt/ice removal of walkways and steps. Shows units to prospective tenants. **Starting Wage:** Compensation includes a generous rent credit, a phone credit, as well as the possibility of sporadic hourly compensation for specialized work as needed by the agency. **This position is not benefit eligible.**





# **GOT STUDENT LOANS?**

Ask or visit our website at [www.accap.org/accapcareers](http://www.accap.org/accapcareers)  
for more information!

## **ACCAP Employee Testimonial**

My 21-year journey with ACCAP/Head Start has been one of accomplishments and positive interactions with co-workers and families. I started my journey as a single parent with some college credits and starting my life over again. During my time with the agency, I started out as a head Teacher sub, then earning my own classroom, and working in all program models. I have been able to finish my two-year associate degree, earn my CDA credential, and graduate with my four-year Bachelor of Applied Science in Early Childhood Studies. ACCAP/Head Start has been there to encourage me, a place to get resources, and help pay for my four-year degree. I have climbed the career lattice and now am a Child Development Services & Disabilities Coordinator. The mission statement really has been true in my life: The Anoka County Community Action Program, Inc. is an innovative catalyst for empowering lower income Anoka County residents to achieve their aspirations and dreams.

~ Monica Torgerson, Child Development Services & Development Services & Disabilities Coordinator and Internal Coach for MN Reading Corps

## **HOW TO APPLY**

1. Print or electronically fill out the application from our website [www.accap.org/accapcareers](http://www.accap.org/accapcareers), then either email it to HR at [hr@accap.org](mailto:hr@accap.org) or mail, fax, or drop off the completed application with the information listed at the top of the application.
2. Come to our office and grab a pre-printed application from our lobby.
3. Email HR at [hr@accap.org](mailto:hr@accap.org) and ask for an emailed copy of our application.

## **Independent Contractor and Volunteer Positions**

**Chores & More Independent Contractor** - Do you possess or express a positive willingness to perform any of the following chores: yard and garden maintenance, snow removal, shrub trimming, household cleaning, light maintenance, painting, minor repairs such as minor plumbing, minor electrical, carpentry, plastering, etc.

**Starting Wage: Varies/ Not eligible for benefits.**

**Senior Kinship Volunteer** – ACCAP’s Senior Kinship Program offers a one-on-one service, where volunteers provide assistance and friendship to isolated or homebound seniors (60year of age and older) throughout Anoka County.

**Visit [www.accap.org/senior-services](http://www.accap.org/senior-services) to find out more information and how to apply.**