



JOB ANNOUNCEMENT

Title: Floater
Reports To: Center Manager

FLSA Status: Non-Exempt

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary:

The Head Start Floater provides support across multiple service areas, including education/classroom, family services, and nutrition. This role involves assisting in various capacities to ensure the effective operation of the Head Start program, supporting children's development, family engagement, and nutritional needs. The Floater will work collaboratively with staff and families to promote the overall well-being of children in compliance with Head Start Performance Standards.

Key Responsibilities:

- **Educational Support:**
 - Assist in the implementation of age-appropriate lesson plans and classroom activities.
 - Provide coverage for classroom teachers during absences or breaks.
 - Support classroom management and help maintain a safe, inclusive learning environment.
 - Engage with children during activities, providing guidance and support.
- **Family Services Support:**
 - Assist Family Services staff in conducting home visits and parent-teacher conferences.
 - Support the coordination of family engagement activities and events.
 - Help connect families with community resources and referrals as needed.
 - Maintain accurate and confidential family records and documentation.
- **Nutritional Support:**
 - Assist in the preparation and serving of meals and snacks in compliance with nutrition guidelines.
 - Facilitate family-style dining experiences, encouraging children to serve themselves and interact positively during meals.
 - Promote healthy eating habits and table manners.
 - Ensure proper food safety and sanitation practices are followed.
- **Administrative Support:**
 - Maintain accurate records of children's attendance, activities, and developmental progress.
 - Assist in the preparation and completion of required documentation and reports.
 - Support compliance with all Head Start Performance Standards and local, state, and federal regulations.
- **Professional Development:**
 - Participate in ongoing professional development and training opportunities.



- Collaborate with colleagues and contribute to team meetings and planning sessions.
- Stay informed about best practices in early childhood education, family services, and nutrition.

Physical Requirements

- Ability to lift up to 40 pounds.
- Frequent sitting, standing, walking, bending, and kneeling.
- Ability to engage in activities that require physical movement and interaction with children.

PROFESSIONALISM/ATTITUDE

- Always maintain professionalism through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

EDUCATION/EXPERIENCE:

- **Education:**
 - High school diploma or GED required.

- **Skills and Abilities:**
 - Understanding of child development and early childhood education principles.
 - Strong communication and interpersonal skills.
 - Ability to work collaboratively as part of a team.
 - Organizational and time management skills.
 - Basic proficiency in using technology for educational and administrative purposes.

This job description covers the responsibilities and qualifications for a Head Start Floater who supports education, family services, and nutrition, ensuring comprehensive support across all areas of the Head Start program. Adjustments can be made based on specific organizational needs and requirements.



Benefits: 401K with 3% employer contribution that may be increased up to 5%, generous health benefits, vacation & sick leave, all federal holidays recognized

Location: Main office is in Selma, Alabama. There are six Head Start centers located in Dallas, Choctaw, Marengo, and Wilcox counties of Alabama.

To apply: Submit cover letter, resume and recent references to HR@blackbeltfound.org

Deadline to apply open until filled

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.

www.blackbeltfound.org