



CENTRAL NEBRASKA COMMUNITY ACTION PARTNERSHIP, INC.

3286 53rd Avenue, Columbus, NE 68601 (402)564-1124 Fax (402)562-8810 www.centralnebraskacap.com

Mission Statement:

Partnering with individuals and families to encourage independence through community based solutions.

Career Opportunity

CENTER ASSISTANT (0 – 5) COLUMBUS, NE

Assist Teacher/Center Specialist in promoting a quality program for children and families to ensure performance standards are met. Responsibilities include assisting in classrooms during absences/breaks as assigned by supervisor, meal and snack preparation, maintaining and cleaning, recruitment efforts and taking applications from families. Candidates must be able to demonstrate effective communication and a non-judgmental attitude when working with staff, families and children.

Central Nebraska Community Action Partnership, offers a full benefit package including, Health, Dental, Life and Vision Insurance, an exceptional PTO program, EAP, Cafeteria Section 125, and retirement plans.

Qualified individuals must have: a high school diploma or equivalent; reliable transportation and a working phone. Candidates must be able to administer CPR and First Aid as needed. Prior experience working with children ages 6 weeks to 5 years olds is preferred. Candidate must have the ability to supervise and assist children during routine activities and in emergency situations. This position is Monday-Thursday with a flexible schedule.

If you would like an application or assistance in applying please call (402)564-1124 ext. 223 or stop in at 3286 53rd Ave. Columbus NE. **Position will remain open until filled.** Resumes are not accepted in lieu of applications.

EEO/AA

"An Equal Opportunity Employer" Member of Community Action of Nebraska – a network of Nebraska Community Action Agencies

Broken Bow
(308) 872-6013

Central City
(308) 946-3794

Columbus
(402) 564-1124

Grand Island
(308) 385-5500

O'Neill
(402) 336-4298