

# Middle Kentucky



171 Howell Heights  
Jackson, KY 41339  
Phone: (606) 666-2452  
Fax: (606) 666-9780  
Email: [admin@mkcap.org](mailto:admin@mkcap.org)

Darrell R. Shouse  
Executive Director

## JOB OPENING

**Middle Kentucky Community Action Partnership, Inc. is requesting applications for the position of Bus Monitor in our Head Start program located in Lee County (4 days a week, 4 hours a day). Part time positions will receive paid vacation, paid sick leave and paid holidays.**

### **Job Description**

- Helping children on and off the bus.
- Helping the children buckle seat belts.
- Support the driver in maintaining bus rules.
- Implement age and developmentally appropriate activities with the children during the bus ride and keeping required paperwork up to date and accurate.

### **Qualifications**

- \*Must have transportation to meet the driver.
- \*Must have a valid Kentucky driver's license.
- \*Must have a high school diploma or GED.
- \*Must be able to pass a regular health exam and a TB skin test.
- \*Must pass a criminal and child abuse/neglect check throughout your employment.
- \*Must pass a pre-employment drug test and random drug and alcohol testing throughout your employment.

### **Starting Salary:**

\$10.10 an hour

**Applications may be picked up at any Middle Kentucky location or on our website at [www.mkcap.org](http://www.mkcap.org).**

Deadline: Applications must be received no later than Wednesday, February 28, 2018 at 12:00 p.m. Applications can be faxed to (606) 666-9780—Attn: Human Resource Department, e-mailed to [mkhroffice@mkcap.org](mailto:mkhroffice@mkcap.org), or can be dropped off at any Middle Kentucky location throughout our service area including the Central Office located at 171 Howell Heights Jackson, KY 41339

*Middle Kentucky Community Action Partnership, Inc. is an Equal Opportunity Employer*