

Employee Posting Opportunity

Date of Posting: May 19, 2026 – May 22, 2026

Position Title: Center Operations Supervisor

Location: Essic Robinson

General Work Schedule: Full Time Days - Mon – Fri, 12 Months

Position Reports To: Operations Director

Position Supervises: Lead Ed Advocate, Lead Family Advocate, Family Support Advocate, Program Aide & Food Service Worker

Education/Credentials/Experience:

Bachelor's degree in Management or related field is required, Master's degree preferred. Direct management, development and supervisory experience working with multi-departmental operations in an education/social service or related field is preferred. Experience working with a culturally diverse population preferred. Must be able to provide their own transportation to and from work and throughout the work day.

The Center Operations Supervisor oversees the direct operations of the Head Start/Early Head Start program components of the Essic Robinson Center.

Responsibilities include:

- Management of the center operations with an emphasis on planning, documentation, day-to-day implementation and monitoring of the program to ensure quality services.
- Fosters teamwork and unity with members of the leadership team, developing a workplace culture of best practice, accountability and innovative pursuit of excellence as identified by the Agency.
- Oversight and direction to team members in accordance with the agency's policies and procedures, empowering employees to take responsibility for jobs and goals.
- Coach, mentor and develop members of the leadership team delegating responsibilities, accountability and providing regular feedback ensuring compliance with Office of Head Start Performance Standards, Department of Children and Family Services Licensing, Illinois State Board of Education and Health Department Regulations.
- Transparency by appropriately communicating organization information through center staff meetings, team meetings, one-on-one meetings and appropriate emails and will communicate regularly with directors, coordinators, managers, specialists and other designated contacts within the organization.
- Represent Riverbend Head Start & Family Services in the community by developing and maintaining effective relationships with key community programs to support services to families enrolled at the Head Start center.
- Oversee the daily functions and responsibilities of the staff supporting the building.

Competencies and Performance Outcomes:

Comfort Around Higher Management, Motivating Others, Ethics and Values, Organizational Agility, Decision Quality, Problem Solving, Delegation, Conflict Management, Strategic Agility, Managing Diversity, Priority Setting, Planning, and Managing and Measuring Work.

Pay Range (minimum to midpoint): \$77,394 to \$91,052 Annually

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability
- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909

Instructions:

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.