

Wichita and Affiliated Tribes

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Committee Member*

Tribal Administration
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VACANCY ANNOUNCEMENT

The Wichita and Affiliated Tribes have an opening for the position of a ***Center Director***. Under the supervision of the CCDF Program Director, is responsible for the daily administration and management of the Wichita Child Development Center. **Duties:** Ensures the Child Care Center is in compliance with State Regulations to provide food services, child care, recreational, and curriculum presentations for children. **Qualifications:** Must have Oklahoma Director's Credential and prefer at least 2 years of experience working in a director capacity in a Child Care Center setting. Must pass a physical exam and have current TB test and Hepatitis B shots; also be able to lift, carry, and hold children up to 70 lbs. Applicant must have effective verbal and written communication skills and also be able to maintain confidentiality. A valid State of Oklahoma Driver's License is required and applicant must pass a drug screening test and background investigation. Closing date is **December 18, 2013** by 5 p.m.

Applications available at the Wichita and Affiliated Tribes Administration Building or at www.wichitatribe.com. Please submit application to Wichita and Affiliated Tribes, Attn: HR, PO Box 729, Anadarko, OK 73005. For information call 405-247-2425.
