

## **Durango Adult Education Center – Montezuma Program**

**Position:** Evening Child Care Provider

**Location:** Southwest Open School, 401 N. Dolores Road, Cortez

**Schedule:** Monday - Thursday 5:00 pm – 8:15 pm\*  
August 28, 2017 – May 24, 2018 with certain blackout dates

**Pay Rate:** \$12.40/hour

**Reports to:** Resource Coordinator

**Position Summary:** The Durango Adult Education Center is seeking a positive, caring individual to join our team of professionals committed to student success and community enrichment. By offering onsite child care, adult students are able to earn their GED or learn English while their children are being cared for. Our ideal child care provider will have experience caring for children of all ages, is certified in First Aid and CPR, and has some conversational Spanish. An individual who demonstrates compassion, flexibility, and a willingness to try new things will work best in this position.

### **Duties and Responsibilities:**

- **Supervision of Children:** Develop, nurture and care for children while their parents attend evening classes (5 pm – 8 pm). Assist children with snacks. Ensure children are safe at all times. Report any suspected abuse to supervisor.
- **Nurturing Environment:** Create and maintain a nurturing environment conducive to positive enjoyment and reinforcement of literacy skills as appropriate.
- **Set Up/Clean Up:** Set up child care area and clean and straighten the area at the end of each shift.
- **Communication:** Maintain daily open communication with parents and contact them during class when their child needs them (i.e. inconsolable, harming others or self, or diapering). Maintain confidentiality. Track daily childcare attendance.
- **Professional Development:** It is the employee's responsibility to attain and maintain current CPR and First Aid certifications.

**To Apply:** Send a resume and cover letter to [ahuckins@durangoadulthood.org](mailto:ahuckins@durangoadulthood.org). Position is open until filled.

\*The work week may vary depending on whether enough children are signed up. At least two children need to be pre-registered in order to schedule the childcare teacher. The teacher will know his/her weekly schedule one week prior.