



**Durango Adult Education Center: Montezuma Program**

**Position:** Childcare Assistant

**Reports to:** Resource Coordinator

**Location:** Adult Education Center, The Wilson Building, Suite 110, 10 W. Main Street, Cortez

**Schedule:** Potential work Monday-Thursday 5-8pm\*  
Mid October – May 24, 2018 with certain blackout dates

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

**Summary:** The Adult Education Center is seeking a positive and personable individual to join our team of caring professionals in Cortez, CO. The Childcare Assistant position interfaces with some of the Adult Education Center's current students, their children and the staff. The Childcare Assistant will assist the Childcare Provider with the care of children in a safe and healthy environment while their parents attend night classes.

**Qualifications:** Candidate must have a genuine desire to work with others and provide a caring environment for students and their families. Position requires successful completion of a pre-employment background check and must be able to work with individuals from diverse backgrounds.

**Duties and Responsibilities:**

- **Childcare:** Assist the Childcare Provider with all childcare duties such as observing and monitoring children's play and snacking activities, supervising to ensure the safety of all children, intervening and reporting any behavioral issues, helping with toileting, participating with children in activities and providing guidance for children's behavior.
- **Facility:** Assist the Childcare Provider with cleaning duties. This may include sanitizing toys, removing trash, cleaning surface areas, putting toys away and returning the facility to its condition prior to use.
- **Other:** Perform other duties as assigned, such as maintaining confidentiality, taking attendance and following emergency procedures.

**To Apply:** Email or drop-off a resume and cover letter to Al Huckins. [ahuckins@durangoadulthood.org](mailto:ahuckins@durangoadulthood.org)

\*The work week will vary depending on children's attendance. Childcare assistant will work on an as-needed basis.