



Durango Adult Education Center

A Caring Learning Community

Position: Childcare Assistant

Reports to: Operations Manager

Schedule: Monday & Wednesday Evenings 5:00 pm – 8:00/8:30 pm
Hours may vary depending on childcare enrollment and staffing needs.
This is an on-call position.

Pay Rate: Starting wage \$13.31/hour

Summary: The Durango Adult Education Center (DAEC) is seeking a positive and personable individual to join our team of caring professionals. The Childcare Assistant position interfaces with some of DAEC's current students, their children and the staff. The Childcare Assistant will assist the Childcare Provider with the care of children, ages 1 – 11 years, 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 DAEC families. Position requires successful completion of a pre-employment background check and must be able to work with individuals from diverse backgrounds. First Aid/CPR certification desired but not required.

Duties and Responsibilities:

- **Childcare:** Assist 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, engaging the children in play and art activities, helping with toileting, participating with children in activities and providing guidance for children's behavior.
- **Facility:** Assist with cleaning duties. This may include sanitizing toys, removing trash, cleaning surface areas, sweeping or mopping floors, 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, drop off or email a cover letter, resume, and two references to:

Mail: The Durango Adult Education Center

Attn: Cori Andreatta

701 Camino del Rio, Suite 301

Durango, CO 81301

Email: _

candreatta@durangoadulted.org

Close Date: Resumes will be accepted until position is filled.