



Position: Part-Time Childcare Assistant Substitute

Reports to: Executive Director

Schedule: Monday-Thursday from 9:00 am-noon

Pay Rate: Starting wage \$15-17.00/hour DOE

Summary: The Durango/Cortez Adult Education Center (DAEC/CAEC) is seeking a positive and personable individual to join our team of caring professionals. The Childcare Provider position interfaces with some of CAEC's current students, their children and the staff. This position will provide childcare to children, ages 1 – 11 years, in a safe and healthy environment while their parents attend classes. Childcare Providers engage children in activities and provide guidance for appropriate behavior. An individual who demonstrates compassion, flexibility, and a willingness to try new things will work best in this position.

Qualifications: Candidate must have a genuine desire to work with children 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 and CPR certifications preferred.

Duties and Responsibilities:

- **Childcare:** Perform 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. Report any suspected abuse to supervisor.
- **Facility:** Carry out cleaning duties. This may include sanitizing toys, removing trash, cleaning surface areas, sweeping or mopping floors, putting toys away.
- **Communication:** Maintain nightly open communication with parents and contact them during class when their child needs them (i.e. inconsolable, harming others or self, or diapering). Respond to email or text requests from supervisor in a timely manner.
- **Other:** Perform other duties as assigned, such as maintaining confidentiality, taking attendance, filling out daily timecards, attending staff trainings and following emergency procedures.

Employment Term:

The position will start in early February and continue for 4-6 weeks.

CAEC is closed for MLK Day, Memorial Day, Labor Day, Thanksgiving Week, President's Day, two weeks for Christmas Break and the week of Spring Break.

Part-time positions do not receive holiday pay.

To Apply: Email or drop-off a resume, three references and a cover letter to Susan Hakanson.

Mail: The Durango Adult Education Center
Attn: Susan Hakanson
701 Camino del Rio, Suite 301

Durango, CO 81301

Email:
shakanson@durangoadulted.org

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

*The work week may vary depending on children's attendance. There may be days when no children are present and childcare staff will leave early. Childcare staff will be paid for scheduled hours.