Adult Education Program
Part-Time Childcare Provider

Spring Institute’s Adult Education Program is currently accepting applications from qualified individuals for a childcare provider during class meetings.

Start Date: February 1st, 2024
End Date: May 31st, 2024
Location: Boston K-8, 1365 Boston St. Aurora CO 80010
Status: Part-time: Tuesdays and Thursdays, 4:00-6:00pm (February-May)
Salary: $20/hr

Job Description:
Provide care for children ages 6+ months while their parents are in English class. Parents will be in the next room. It will be the responsibility of the Childcare Provider to organize activities and supervise the children during class time. The Childcare Provider must be able to contact the instructor and the parents during class time via cell phone if necessary.

Qualifications:
- Enthusiasm and interest in working with children
- Experience working with multiple young children at one time (groups of 3-6)
- Ability to work independently and take initiative
- Clear criminal background investigation
- First Aid and CPR certification is preferred

Essential Duties and Responsibilities:
- Maintain a safe environment for children
- Organize games and activities for the children
- Communicate any concerns and successes that came up during the time care was being provided with the parents and program coordinator
- Assist children with using the toilet. Send text message to parents if children need diaper change.
- Clean and organize the childcare space at the end of the shift

Physical Requirements:
- Able to stoop, lift, and bend
- Able to lift up to 40 lbs.

Contact:
If interested, contact Allie Needham, Program Manager, at aneedham@springinstitute.org

Accepting applications until position is filled.

The duration of this position is contingent upon the availability of grant funds and/or the end of the grant period, whichever comes first.