



Transforming Parents' Lives. Improving Children's Futures.

## **Evening Child Care & Volunteer Coordinator**

Warren Village First Step is actively seeking an energetic, passionate and dedicated **Evening Child Care & Volunteer Coordinator** for our **First Step** program. We desire candidates who are looking for more than just a job, but are instead the chance to provide comprehensive family support to improve the lives of our families faced with the highest barriers. This is a chance for a committed individual to apply their skills, invest their energy and make an impact.

The **Evening Child Care (ECC) & Volunteer Coordinator** will serve as a key member of the **First Step** team, overseeing the recruitment of volunteers for the evening child care and providing care for children (ages 6 weeks to 12 years) while parents are attending life-skills classes. This team member has also been responsible for collaborating efforts with Regis University students who are enrolled in the service learning field course. The ECC & Volunteer Coordinator must demonstrate an ability to form a professional working relationship with residents, resident children and volunteers in an empathetic, respectful and non-judgmental way.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability, empowerment, excellence) that drive our culture and our work. We believe in empowerment and believe that any person, given the right opportunities, can achieve true self-sufficiency.

Warren Village offers a two-year transitional housing program for homeless single-parent families. The program is an opportunity for families to become economically and personally self-sufficient before moving to permanent housing. We want to attract candidates for this job who believe in the transformative power of individual agency coupled with collective supports. We are looking for people who believe that we can learn from failure and that we can improve our outcomes through reflection. We want creative, critical thinkers who are not restricted by convention. We want candidates who bring ideas to the table, energy to the team and a sense of humor. We want employees who want to change the world, starting at Warren Village.

**First Step** is a satellite location of Warren Village, located in Northwest Denver. Warren Village First Step offers a one-year transitional communal living program for homeless, low-income single-parent families. It has been funded by Denver's Road Home since 2007 and serves approximately 28 families annually. The program is an opportunity for families to become stable while working towards economic and personal self-sufficiency.

If you are up for the challenge and the reward, we encourage you to apply!

## **Job Description – Summary**

### **Essential Duties & Responsibilities:**

- Help maintain a safe, nurturing, engaging environment for children participating in evening childcare.
- Interact directly with the children, play with and supervise all games, crafts and activities. You may engage children in puzzles, block play, coloring, group activities, reading, or singing. When outside with children, organize fun outdoor games. New activities are always encouraged and welcomed.
- Ensure that the Child Care area is clean, organized, and prepared for that evening's activities.

### **Volunteer Coordinator responsibilities:**

- Oversee one to two Regis University work-study students and ensure completion of required hours and timecards.
- Coordinate and help facilitate service learning projects with Regis University Masters students.
- Occasionally assist with weekend or holiday volunteer projects.
- Assist with volunteer relations – greeting child care volunteers, completing all required sign-in and paperwork, orient volunteers to the childcare area, childcare agenda, rules and protocol.
- Build collateral contacts to increase number and quality of volunteer partnership opportunities.

### **Requirements:**

- Applicant must be at least 18 years old, preferred High School Diploma or GED.
- Applicant must be able to demonstrate responsible professional behavior with the ability to work independently as well as part of a team that is comprised of volunteers, professional staff, and residents.
- Position requires strong communication skills with an ability to write clearly and concisely.
- Proficiency in Microsoft Office and demonstrated comfort with using web-based applications is a required skill.
- Applicant must pass a CBI and Central Registry Check.
- Experience with culturally diverse people a plus.
- ADA requirements include the ability to lift 40 pounds, and the ability to communicate effectively with residents, staff and volunteers.

**Salary & Benefits:** This is a part-time position. Salary is \$11.10 to \$12.50 per hour, depending on experience. Hours will be Monday Evenings from 5:30-8:30 pm – Evening Childcare Coordination with additional flex hours, up to 8 hours per week. We are an organization that values diversity and strives to reflect the community we serve. Work schedule will include a minimum of two evenings a week and occasional weekend events.

**Supervision & Work Relationships:** Position reports directly to the First Step Program Manager Position coordinates and cooperates with Warren Village staff, residents, community partners, and volunteers. Work environment encourages individual creativity, teamwork and professional accountability. Must be committed to Warren Village's mission and culture.

**To Apply:** Position Interested candidates should submit the following items (as separate pdf attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org), Subject line: Evening Child Care & Volunteer Coordinator.

1. Resume
2. Three professional references (*to be contacted only if candidate progresses to the final round*).

3. Cover letter addressing the following items (*responses not to exceed 300 words each*):
  - a. What is your idea of a positive volunteer experience?
  - b. How would you approach your first month in this position?

***Only applicants selected for an interview will be contacted.***