



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.

Warren Village is a mission driven "learning organization" that is founded on six core values (collaboration, integrity, inclusion, accountability empowerment, and excellence) that drive our culture and our work. Utilizing a Two-Generation (2Gen) approach, Warren Village empowers disadvantaged single parents to regain self-esteem, reconnect to the community, and ultimately reclaim a productive place in the community.

We are looking for people who believe that you can learn from failure and that you can improve outcomes through reflection. We are looking for creative, critical thinkers who are not restricted by convention. We desire candidates who bring ideas to the table, energy to the team, and a sense of humor. We desire candidates who are looking for more than just a job, but are instead seeking the chance to create opportunities for those most disadvantaged in our community to improve their lives.

**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.

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.

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 child care.
- 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:

- Help facilitate service learning project with Regis University Masters students 2-4 times per year.
- 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 child care area, child care 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 \$13-14 per hour, depending on experience. Hours will be Monday Evenings from 5:30-8:30 pm – Evening Child Care 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:** 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.***

*The above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.*

*We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at [careers@warrenvillage.org](mailto:careers@warrenvillage.org).*