



Transforming Parents' Lives. Improving Children's Futures.

Toddler Aide

Warren Village is actively seeking an energetic, passionate, and skilled **Toddler Aide**.

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.

The Warren Village Learning Center serves children ages 6 weeks to 10 years old in a comprehensive, high quality early learning environment. Our teaching teams are dedicated to providing a supportive and nurturing learning environment that helps foster the development of the whole child. Warren Village places a strong emphasis on teacher training and application of Conscious Discipline®, an innovative social-emotional learning and classroom management program designed to give teachers the discipline skills they need to address the emotional and social issues of children.

Warren Village Learning Center is looking for a candidate who has experience working in a classroom with preschool children (1-2 year olds). This classroom is looking for an individual who takes a child directed approach and can work in a co-teaching environment and collaborate with co-teachers and share classroom responsibilities. The hours for this position are 8:45AM to 5:45PM.

Job Description – Summary

Essential Duties & Responsibilities:

- Development of professional techniques and skills that promote quality early childhood education
- Develop and maintain cooperative and respectful relationships
- Supervision and management of young children
- Maintain complete and accurate records.
- Coordinate and collaborate with other WV employees, volunteers, parents & donors
- Maintain classroom and general building appearance
- Maintain compliance with regulatory agencies
- Works collaboratively and cooperatively with other employees to achieve the Warren Village mission
- Other duties as assigned.

Minimum Qualifications:

- High school Diploma or GED
- Ability to communicate effectively with residents, staff, volunteers, and other community representatives.
- Ability to lift at least 40 pounds.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children
- CPR and First Aid Certification or willingness to obtain.
- Knowledgeable about the Colorado Department of Human Services Licensing Regulations, the Colorado Department of Public Health and Environment Regulations.
- Must be committed to Warren Village's mission and culture.

Salary & Benefits: This is a full-time position with an attractive benefit package including medical, dental, and vision insurance as well as flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous sick time/PTO package. **\$250 sign on bonus after 90 days of employment.**

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **Toddler Aide**.

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. Describe your most rewarding professional accomplishment.
 - b. How would you approach your first month in this position?
4. Unofficial Transcripts

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.