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www.partnersinhousing.org

7/11/2018
Date Posted

Announcement of On-Call Position Vacancy

Job Title: On-Call CEC Specialist

****Evening availability a plus, until 7:30pm on Tuesdays, Wednesdays, and Thursdays***

Hiring Wage: \$12.50 per hour

Date Open: July 11, 2018 – until filled

Summary of Job Duties:

ON-CALL POSITION:

Under the general direction of the Program Manager, the on-call CEC specialist will provide childcare services on an on-call basis at the Colorado House and Resource Center. The on-call CEC specialist provides a resource for the parents in the Partners in Housing program by providing childcare during Life Skills, other classes taking place at the Colorado House and Resource Center, or while parents are taking advantage of other Colorado House resources. The on-call CEC specialist will assist in the coordination of some activities intended to enrich, educate, or entertain the children while in the CEC.

Essential Duties and Responsibilities:

Child Enrichment Center Coordination

- Provide childcare and supervision of volunteers for the Child Enrichment Center (CEC).
- Arrange appropriate aged crafts/projects for the children in the CEC.
- Maintain a safe, orderly and clean environment.
- Inform appropriate Family Services or other staff of any needs, problems, or concerns.
- Utilize designated sign in and sign out policy for children and their parents.
- Report any suspected child abuse per agency policies and procedures.

Other

- Close facility along with Program Assistant
- Light cleaning when necessary

Minimum qualifications:

Education: No specific requirement.

Experience: One year experience working with children in a group setting.

Other Requirements:

- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.
- Excellent verbal communication skills and the ability to relate well with a variety of people.
- Ability to organize diverse tasks in a busy office.

- Ability to be courteous and calm and maintain a positive outlook under pressure.
- Ability to exhibit sensitivity to and serve those with difficult and unusual requests and situations.
- Ability to be flexible.
- Ability to work with a variety of people.
- Sensitivity to cultural differences.
- Knowledge of early childhood development.

To Apply:

Please submit application and resume to:

Partners in Housing

455 Gold Pass Heights, CO 80906

Application and job description are available at PIH www.partnersinhousing.org or may be picked up at our offices. Completed application must be returned to PIH offices.

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