

Our Lady of Lourdes Catholic Parish

Job Description: Child Care Provider – assisting with childcare services for Our Lady of Lourdes Catholic Parish events.

Hours: Flexible. We can work with your schedule!

Possible Shifts: Sundays 8:45am Mass (1 hour); Tuesdays 8:45am-11:15am (2.5 hours); Wednesdays 6:15pm-8:45pm (2.5 hours); Parish Events (as scheduled about quarterly or bi-monthly)

Status: Part-Time

Qualifications

- Experience in child care
- Personable and responsible
- Organized
- Willingness to work with a variety of families and adapt to their wants/needs
- Can communicate readily through phone, text and email
- Willing to attend orientation and training
- Flexible and adaptable to schedule changes
- Energetic, hands on, confident, and engaging
- Excellent communicator- not afraid to give or receive feedback
- Attentive to safety best practices at all times
- Safe Environment Trained through the Archdiocese of Denver
- Pass background check and maintain clear record during employment
- Provide resume and complete application
- First Aid, CPR, mandatory reporter, and blood borne pathogen certification within 30 days (OLOL will reimburse cost)
- Signs Code of Conduct
- Adept at "stepping in" and "stepping out" without being directed
- Minimum of 18 years old
- Able to work independently or with a team
- Able to multi-task

Responsibilities

- Reports to direct supervisor in childcare environment
- Supervise and monitor the safety of children in their care
- Interacts with and cares for children
- Ensures the area is a safe and clean environment
- Abides by the state mandated staff-child ratios
- Understands and implements operating procedures and policies (OLOL will provide this)
- Understands the current laws and procedures in handling suspected child abuse, child neglect, molestation cases (OLOL will provide this)
- Responsible for obtaining child care agreements for each child.

To apply for this position send a cover letter and resume or fill out the application with a letter on why you are interested in this position to admin@lourdesdenver.org.