



## **Rocky Mountain SER has been satisfying Colorado's diverse employment, training, and educational needs since 1980.**

**Rocky Mountain SER (RMSEr) is a grassroots community based organization established in 1980. Since its inception, RMSEr has provided quality educational, employment and training services to over 50,000 unemployed, economically disadvantaged and underemployed individuals.**

**Currently, RMSEr serves more than 3,000 low-income and disadvantaged families annually through its Head Start, Workforce Training, Migrant Farm worker, and Youth and Community programs.**

We are seeking Center Assistants for early learning centers located in **Denver, Brighton, and Greeley, Colorado**. This position is a regular **Part-Time School-Year** position.

### **DUTIES & RESPONSIBILITIES**

- Assist in completing required monthly paperwork, that may include, but is not limited to the following; record of meals and attendance, inventory forms, volunteer/in-kind forms, child development plans and other internal and external reports/documents in accordance with federal and local regulations, policies, procedures, guidelines, and standards.
- Responsible for the welfare and safety of children during classroom hours, bus and field trips.
- Assist in preparing, setting up, serving, and cleaning up of family style meals and snacks.
- Models developmentally appropriate behavior and activities in dealing with children, families and staff.
- Plan and lead developmental activities during the bus ride.
- Attentively supervise and assist the children as they load, ride, and unload from the bus.
- Ensures that the children are seated and situated safely during transport Interacts with parents or guardians during pick-up and delivery of children. This may include receiving notes from parents to teachers and notes from Head Start staff to parents.
- Assist in ensuring children are dropped off to only authorized contacts on file with RMSEr.
- Assists in ensuring children are escorted to their appropriate classrooms and checked-in appropriately.
- Assists in managing emergency situations such as a parent or known guardian not being present during delivery and/or pickup of child.
- Understands and adheres to health, safety, food handling and sanitation requirements before, during and after meal service.
- Prepares classroom for meal time by ensuring tables are properly sanitized and dishes and tableware are available to children.
- Prepares, serves, and cleans-up after family style meals and snacks.



- Stores food and supplies properly.
- Takes temperature of food before being served to children and calibrates food thermometers daily
- Ability to calm others under stressful or confrontational conditions.
- Comply with standard operating procedures established by RMSEER.
- Participates in all required trainings for all components including, but not limited to, Nutrition, Education, and Transportation (where applicable).
- Other related duties as assigned.

### **EDUCATION**

- High School Diploma or GED required.
- Enrollment in a program leading to an associate or baccalaureate degree in Early Childhood Education or related field preferred.

### **EXPERIENCE & SKILL REQUIREMENTS**

- Must have previous working knowledge of computers, internet and web browsers, word processing, and electronic timesheets using an internet-based system.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English and Spanish) based upon parent/student populations.
- Ability to follow detailed schedules, programs and policies.
- Certified CPR and First Aid.
- Ability to understand and strictly adhere to the RMSEER confidentiality policy.
- Ability to express patience and understanding with all children at all times.
- Ability to read and understand written materials.

**To Apply: Please send resume and cover letter to [resumes@rmser.org](mailto:resumes@rmser.org)**