



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 a **Substitute Center Assistant** for our early learning center located in **Walsenburg, CO.**

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 and 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.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 20lbs
- Must be able to stoop, kneel, stand, and walk for extended periods of time.
- May be exposed to heat and cold while outside assisting with the children.

✓ Rate of pay: \$10.00 / per hour

EOE

To Apply: Please send resume and cover letter to resumes@rmser.org