

 **FAMILY VILLAGE
IS HIRING!**

CHILDCARE MANAGER

LOCATION: Fort Collins

1815 Yorktown Ave (in Foothills Unitarian Church)

Start date TBD – Fall 2024

APPLY HERE!

OPPORTUNITY:

Overseeing daily operations of Little Village. Part-time (25–35 hrs/wk). Pay \$20–\$24/hr DOE. Childcare costs waived for your own child(ren)'s care. Paid holidays, 401K contributions and potential employee ownership opportunity.

The Childcare Manager is responsible for running our "Little Village," the license-exempt childcare arm of Family Village. The "Little Village" is the unlicensed childcare space of Family Village. This childcare program is unique in that parents are required to stay on site (thus maintaining full legal responsibility for their kids). We cater to kids of all ages (usually ranging from infancy to ~3 years) and rarely separate kids by age. Our drop-in style of childcare means that the number (and age) of kids in the space can vary considerably and is not entirely predictable. During peak times (or as otherwise needed), we lean on our cooperative business model and community-oriented focus to enlist the support of parents.

ABOUT FAMILY VILLAGE:

Family Village is **disrupting** the status quo of **work-life balance** for parents of young children by providing a proven, **gap-filling childcare solution** that is transforming **parental wellbeing**, driving **entrepreneurship among women and mothers**, leveraging **under-utilized real estate (via churches)** and **generating community wealth** in the process through our consumer- and worker-owned cooperative model. Our mission is to resource parents as both changemakers AND diaper changers by **creating space for collective entrepreneurship, communal caretaking & the decolonizing of cultural norms**. We've served 250+ families in Boulder County and Denver since 2018.

RESPONSIBILITIES:

- Provide a safe, nurturing, mixed-age, play-based & screen-free environment in a flexible, drop-in setting that caters primarily to infants and toddlers (with occasional influxes of older siblings during school breaks).
- Create daily rhythms and routines based on observations of the kids in attendance to offer enriching, age-appropriate activities (i.e. story time, crafts, music, dance, themed days, etc.). Coordinate with the Village Director/Manager on the purchasing and prep of daily snacks and any specialty programming for the kids
- Engage with parents via text for diaper changes, bathroom breaks, snuggles or boundary-setting support.
- Assist children and parents in navigating the transition process to help all parties develop comfort with separation at a pace that works for them and the rest of the community. Respect various parenting approaches and refrain from commenting on parenting styles or giving advice except if asked or if someone's safety is at risk.
- Manage the staffing schedule to ensure the childcare space is adequately staffed at all times, including with volunteers. Communicate extended requests for vacation and sick leave or inadequate staffing needs with the leadership team.
- Mentor and develop the staff and volunteers under your guidance, ensuring that they are trained and confident in their duties. Set guidelines for behavior (including when to contact parents, how to handle arguments, disciplining kids, etc.) and facilitate conflict resolution processes with kids, staff and parents as needed (keeping leadership team informed before concerns/issues become entrenched).
- Oversee the check-in and check-out process for children and parents and track monthly childcare usage to alert parents of overages. Ensure childcare waivers are signed before children are left in our care and that parents are respecting the daily 3 hour childcare limit.
- Model healthy nervous system regulation for children, staff and parents and engage community support to aid you when you find yourself needing a break, helping to reinforce our culture of community care by leading by example.
- Maintain a safe environment by ensuring all staff have current CPR and First Aid certifications (and any additional relevant training you deem important for you and your childcare staff). Safety includes staying abreast of all emergency evacuation procedures and sanitizing toys and tables daily.
- Stay familiar with the general duties of the Village Director/Manager so as to fill in as needed in that role –includes giving tours, enrolling new members and answering basic questions about the Village. Work together to revise policies and procedures as needed to ensure a high-caliber, values-aligned experience for all.

RESPONSIBILITIES CONTINUED:

- Embody the Family Village mission and values: 1) being increasingly resourced and resourceful, 2) decolonizing our business practices, 3) leading from your intuition and integrity and 4) creating an atmosphere of cooperation and collaboration. The best way to care for kids is to resource their parents (and sometimes, that means letting yourself receive the care YOU need from the community too).
- Work to expand our community's sensitivity to and capacity for creating a safe, welcoming and inclusive culture for historically-excluded humans.
- Dream into your bigger vision for this space and let that enthusiasm inspire conversation and collaborations.
- Protect client confidentiality and refrain from discussing anyone's sensitive or personal details publicly or in front of the kids. Keep all documentation with personally-identifying information in a secure location.
- Comply with all policies, procedures and regulations established by the Family Village Board of Directors and/or the people we rent space from.

WE ARE LOOKING FOR SOMEONE WHO:

- Has experience with large-group, mixed-age childcare settings
- Is enthusiastic about becoming a reliable & integral member of the Family Village community by supporting our mission of caring for kids by caring for their parents
- Can expand our capacity to create a safe and nurturing environment for BIPOC, LGBTQIA and differently-abled community members

TO APPLY:

[Click HERE to complete the job application](#). Be prepared to upload your resume, cover letter and three professional references as part of submitting your application. Email us at hello@familyvillagecoop.com with any questions.