



CHILD-CARE COORDINATOR

Do you enjoy team collaboration, preparing meaningful activities for children and engaging with them? Joy House – our safe home for women and children recovering from domestic violence – would value your organizational skills and caring presence to ensure we have sufficient childcare staff and lead them in safe “purposeful play” while their moms participate in group counseling and other healing activities.

To learn more about our community visit us at providencenetwork.org.

RESPONSIBILITIES:

- Plan and provide nurturing activities and structure
- Recruit child-care providers in collaboration with counseling directors
- Train, schedule and maintain weekly communication with child-care providers
- Assist counseling team prepare for equine therapy outings, as scheduled during warmer months
- Communicate and meet with counselors as needed
- Communicate with moms regarding any issues that arise during child care
- Clean and organize play therapy rooms/toys following each group therapy night
- Deep clean play therapy rooms and sanitize toys/therapy equipment quarterly

QUALIFICATIONS:

- Certification in Early Childhood Education or exceptional experience
- Passion for working with children
- Calm, nurturing spirit
- Strong communication and organizational skills
- Adaptable and reliable
- Team player who shows respect for leadership
- Comfortable signing Providence Network’s [Statement of Faith](#)

HOURS: Generally 8 per week [Monday and Wednesday evenings from 4:00 – 8:00] plus time to seek and schedule child-care providers as needed

COMPENSATION: \$20/hr

LOCATION: Central Denver

TO APPLY: Send cover letter and resume to joyhousecounseling@providencenetwork.org