
Red Rocks Community College

Position Announcement

Title: Group Leader I, II and III
Classification: Non-Student Hourly
Salary: \$8 - \$12/hour depending on experience
Open Until Filled
Work Hours: 2:00 pm – 6:00 pm Mon - Fri



Red Rocks Community College School Age Child Care Programs are available at the following schools:

Adams Elementary in Westminster
Bear Creek Elementary in Lakewood
Blue Heron Elementary in Littleton
Green Gables Elementary in Lakewood
Hackberry Hill Elementary in Arvada
Kendallvue Elementary in Morrison
Kendrick Lakes Elementary in Lakewood
Lumberg Elementary in Edgewater
Maple Grove Elementary in Golden
Mitchell Elementary in Golden
Ryan Elementary in Broomfield
Semper Elementary in Westminster
South Lakewood Elementary in Lakewood
Stevens Elementary in Arvada
Thomson Elementary in Arvada

Responsibilities

Group Leader I

Supervise and care for groups of children ages 5-12 years under direct supervision. Attend and contribute to weekly staff meetings. Complete job board assignments and implement planned activities. Set up and prepare environment prior to children arriving.

Serve nutritious snack according to Dept. Health Services standards. Maintain a safe environment monitoring individuals that enter the building. Contribute to monthly planning. Assist in keeping the program clean and presentable to families.

Group Leader II

Above duties and Mediate and teach conflict resolution model 'Adventures in Peace Keeping' as well as handle behavior management of children. Contribute to monthly planning. Attend and complete training modules. Support families in RRCC SACC programs by discussing child's progress or concerns from day's activities. Arrange schedules to be available for early release schedules, or non-contact days. Drive to additional locations to fill in for staffing crisis as needed. Assist Site Manager in keeping the program clean and presentable.

Group Leader III

Above duties and Plan and organize an extra curricular club and implement with children at program. Enter and complete credentialing program. Become familiar with NSACA standards for quality school age care. Serve as an active participant on ASQ committee. Begin to learn and assist in site management

responsibilities regarding administrative work, training with Assistant Director or Site Manager. Present and instruct in area of expertise at department in-service trainings. Attend CASAP Conference and implement information learned.

Minimum Qualifications

Complete and maintain childcare qualifications as mandated by the Colorado Department of Human Services including fingerprints, 1st Aid, CPR, Universal Precautions, 20 hours re-certification training.

Preferred Qualifications

Experience working in a child care setting.

Benefits

Employees of Red Rocks Community College are eligible to take up to 12 credits of classes at Red Rocks, free of tuition (at the in-state rate). The employee is responsible for student fees, books and any other applicable fees.

Institutional Orientation

Red Rocks supports the following attributes:

Mission-oriented with the ability to translate the College's vision and strategy in job behaviors and actions. Innovative and resourceful problem solving. Ability to adapt rapidly to changing situations. Service-oriented and approachable by others. Values learning opportunities, such as service learning, internships and international education. Diversity-sensitive enjoying and honoring the differences of others.

Willing to invest time with others to ensure their success. Quality-sensitive, continuously striving to exceed the expectations of others. Willing to take risks. Growth oriented, seeking out new opportunities for learning to improve job performance. Believes the collective strength of an organization is founded in the individual uniqueness of each of its members. Red Rocks Community College serves over 13,000 students annually from throughout Colorado, the U.S. and around the world. Red Rocks has campuses in Lakewood and Arvada.

Application Information

The hard copy application is available in the HR office or online at www.rrcc.edu/hr/jobs.htm. Documents may be mailed directly to:

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, age, disability, sex, or veteran status in its activities, programs, or employment practices.

The College has designated the Executive Director of Human Resources as its Equal Opportunity Employment Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Human Resources, 13300 West Sixth Avenue, Campus Box 17, Lakewood, CO 80228-1255, or telephone 303-914-6570.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.