

The Youth Foundation

Magic Bus Early Childhood Educator

The Youth Foundation prepares children in need for success in life through education and recreational opportunities. The Youth Foundation was started in 1997 in response to changes in Eagle County demographics which suggested that additional help was needed for students and their families who were finding that their costs were rising faster than their wages and many households lacked sufficient funds to cover basic living expenses in this high cost of living resort community.

The Youth Foundation operates a wide range of programs that provide children and their families' opportunities that promote education, health and civic values. Socially imperative life skills are offered in all programs. The Magic Bus delivers kindergarten readiness skills through 2 mobile busses for up to 300 children who have not been exposed to a formal preschool environment. The After School Power Hours program engages more than 900 children by extending learning time for children who need additional assistance, KidSTRONG fitness and nutrition, academic soccer and a multitude of enrichment opportunities during out of school hours, while providing secondary income for Eagle County School District educators. The First Tee of Eagle County program teaches life skills through the game of golf and keeps 700 children engaged through a 6 week summer program, and our Guardian Scholars program provides comprehensive college scholarships, guidance, financial and emotional support to 14 students who have overcome substantial obstacles to acquire an opportunity for success. It is our goal to strengthen our children's ability to become productive and responsible community members and teach them to live lives of integrity and ethics.

Magic Bus # 2 Job Description:

Under the supervision of Deb Dutmer, The Magic Bus Director, The Magic Bus Early Childhood Educator is responsible for implementing a developmentally based early childhood program that meets the emotional, cognitive and social needs of children ages 3 – 5 years.

Essential Duties and Responsibilities

- Greet each child and parent/guardian in a warm and friendly manner
- Interact with children and encourage their involvement in activities
- Plan, prepare and implement activities as they relate to the themed curriculum
- Provide a safe and caring environment that is kept orderly, clean and appealing so the environment allows children to grow and explore
- Responsibility for the health, safety and welfare of the children in your care
- Maintain daily attendance records
- Become familiar with the child's file in the Civicore database and include appropriate developmental notes (cognitive, emotional, social) and assessments on individual children
- Maintain good communication with parents on a daily basis
- Work with TYF staff to form a positive, supportive team atmosphere
- Ensure confidentiality of privileged information
- Maintain adherence to all TYF policies and procedures, including safety requirements and child protection policies
- Must work the assigned days and hours to perform all assigned responsibilities and tasks, be punctual and timely, in meeting all performance requirements
- Perform additional program duties as assigned by Deb Dutmer as needed
- Create a welcoming environment for volunteers and routinely check in with volunteers on their experience and suggestions

Periodic Duties

- Attend all Magic Bus staff meetings and team planning as scheduled
- Attend all Kindergarten Round-up and other orientations as scheduled

- Participate in Parent Education classes
- Maintains all required reports pertaining to evaluation/assessment of children prior to their entrance to kindergarten; go through training of Perry Preschool evaluation system
- Attend workshops, conferences and in-service trainings as scheduled
- Provide submissions for newsletter in writing and photos
- Attend other TYF functions/events as required by all staff

Qualifications

- Ability to effectively interact and relate to children in a developmentally appropriate manner
- Must be available to work 20 – 24 hours per week on a consistent schedule in a dependable, reliable manner—need to be flexible
- Must be able to communicate clearly, verbally and in writing, in English and Spanish
- Must be willing to submit to a background check
- Must have a valid driver's license and own vehicle
- College degree or courses in Early Childhood Development preferred
- Must be sensitive to individual children's differences and needs and be willing to adjust the program to meet individual needs
- Must be motivated to learn and grow in educational environment, and be willing to continually increase knowledge in the field of Early Childhood Education
- Must be willing to relate with and speak (in English and Spanish) to parents in a respectful and courteous manner
- Must be willing to work in a team environment; be willing to share ideas and be open to other's ideas; be flexible and willing to compromise
- Regular and frequent requirement to lift children (up to 45 lbs) including bending, stooping, stretching, squatting, pushing and pulling and sitting and walking,
- Must be adaptable to moderate to loud noise levels
- Must be willing to be animated and expressive, singing, dancing, theatrical behaviors
- Responsible for maintaining positive, courteous and professional relationships with children and families in TYF programs, all staff, board of directors, volunteers and the greater community