



# Duluth Community School Collaborative

*Fostering community partnerships promoting wellness and school success for youth and families, creating a community of lifelong learners that embraces diversity.*

---

## **Lead Teacher -Drop-in Childcare (PT/Temp)**

The Duluth Community School Collaborative's Drop-in Childcare Lead Teacher Position is a part-time, hourly, temp position responsible for overseeing DCSC's drop-in childcare offering during family and community meetings. This position will also be responsible for working with our Volunteer Coordinator to recruit, train, and supervise volunteers helping with childcare as well. Providing safe and consistent childcare so families can join in leadership is critical to the success of the Full-Service Community School model at Myers-Wilkins Elementary, Lincoln Park Middle School, and Denfeld High School, a model that promotes equity in achievement and wellbeing for all students.

This position will report to the Myers-Wilkins Community School Coordinator and will work closely with our Volunteer Coordinator and other Myers-Wilkins Community School staff.

### **Duties:**

#### **Supervision and Engagement of Young People during family meetings**

- Plan and implement fun, engaging activities for multiple developmental stages
- Redirect young people as needed toward positive behaviors and activities
- Hold accountability for all young people while in childcare- know your participants and keep track of their safety at all times

#### **Maintain Safe & Clean Childcare Environment**

- Maintain a safe and clean environment including care of borrowed supplies
- Assist with safe setup and food service during childcare time
- Provide basic first aid to young people as needed and complete basic documentation of any care provided
- Clean up after childcare participants are picked up

#### **Supervision and leadership of childcare volunteers**

- Welcome new volunteers and orient them to the plan for the day
- Assign tasks to volunteers based on needs and abilities
- Ensure volunteers sign in and out, and are introduced to the young people
- Communicate with Volunteer Coordinator if volunteers need additional support, or if there are problems with a volunteer

#### **Parent/Guardian and FSCS Coordinator Communication**

- Welcome families when they arrive to sign in
- Gather basic information from families at drop-off to keep young people safe and engaged
- Communicate via walkie-talkie with FSCS Coordinator if extra support is needed or emergencies arise
- Provide strengths-based report back to families at pick up about their child(ren)
- Sign out young people safely

### **Required Qualifications:**

- Minimum 2 years of experience teaching or providing childcare or equivalent combination of training and experience that provides the required knowledge, skills, and abilities
- Past success with youth engagement and working with diverse communities
- Commitment to the mission, goals, and organizational values of the Duluth Community School Collaborative



# Duluth Community School Collaborative

*Fostering community partnerships promoting wellness and school success for youth and families, creating a community of lifelong learners that embraces diversity.*

---

- Commitment to working in-person with volunteers, staff, and young people of all ages
- Commitment to & comfort with maintaining safety procedure expectations with young people, staff, and families
- Positive and approachable personality, exceptional customer service skills

**Desired, but Not Required, Qualifications:**

- First Aid/CPR Certifications
- Education in teaching, early childhood education or youth development

**Compensation:** \$16-18/hr depending on experience

**Benefits:** This position does not qualify for benefits

**Position Details:** This is a part-time, temporary position during the 2023-24 school year. Hours are generally between 3:30 and 7pm two Thursdays per month at Myers-Wilkins with possibility for additional hours at Lincoln Park Middle School or Denfeld High School as available.

**To apply, please send a resume to [apply@duluthcsc.org](mailto:apply@duluthcsc.org)**

*It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. DCSC is committed to holding ourselves and our partners accountable to doing the internal work necessary to ensure an actively anti-racist organization into the future.*