



Do you love working with young children and need a summer job? Look no further! Apply to join our fun, dedicated, passionate preschool team!

About the Job

Position: Summer Camp Lead Preschool Teacher

Supervisor's Title: Preschool Director

Department: Recreation

Type: Non-exempt, Seasonal (May 24th, 2021-August 11th, 2021)

Effective Date: February 12th, 2021

Salary: \$14-\$17 per hour (DOE)

Hours: 40 hours per week, Monday-Friday

Ken-Caryl Ranch is a planned residential community located just 18 miles southwest of downtown Denver. It is an attractive and inviting place to live, work, and play as it is nestled against the picturesque foothills of the Rocky Mountains with red rock formations, amazing views, and open space. Ken-Caryl Ranch residents have a strong sense of community and a robust appreciation for quality of life.

Ken-Caryl Ranch Metropolitan District offers a wide range of park recreation activities and facilities, a fitness center, three tennis facilities, three outdoor aquatic facilities, 120 acres of greenbelts, and 19 miles of trails.

The District also provides a broad range of recreation programs and special events for children and adults of all ages including before and after school programs, nature programs, summer camps, wellness programs, preschool, and tennis. At Ken-Caryl Ranch Metropolitan District our employees strive to strengthen community connections through exceptional park, recreation, and educational experiences.

Successful candidates will provide preschool camp children 2.5-5.5 years of age with extraordinary experiences by providing engaging and fun activities, and a safe, clean and accepting environment.

KCRMD recognizes that our employees' health and well-being are paramount to a thriving and productive work environment. Seasonal employees can enjoy free access to the fitness center and classes while employed.

Essential Functions

- Responsible for maintaining the safety and wellness of the children which may consist of swimming, tennis lessons, field trips, and time indoors in the classroom.
- Develop and implement curriculum that encourages play, choice, inquiry, and is fun and engaging.
- Communicates effectively and regularly with the Preschool Director, teammates, and preschool families through verbal and written communication.
- Works in collaboration with other team members to ensure consistency within and amongst classrooms
- Cultivate an inviting and nurturing environment for every child
- Follows the District's preschool philosophy of behavior management which includes positive reinforcement and redirection.
- Performs necessary administrative duties essential for the classroom including required paperwork for state licensing (drill logs, student sick logs, medication administration logs, attendance tracking, etc.); follows all guidelines set forth by the Office of Early Childhood and CO Department of Health and Human Services.
- Maintain an exceptionally clean and organized classroom
- Drive 14 passenger minibus for local field trips
- Attends staff meetings, trainings, and other applicable activities and meets all deadlines including the week of training prior to camp start; keeps up to date with all required certifications.
- Uses proper safety precautions for all work performed and adequately cares for and maintains all District property and immediately reports any damage to Supervisor.
- Consistently promote a positive, professional image of the District and provide excellent customer service at all times
- Understand the general philosophy of parks and recreation and adhere to our organization's mission

Qualifications and Certification Requirements

- Be at least 18 years of age
- Offer proof of Colorado Shines Level Three (or above) Early Childhood Credential 2.0, ECT qualification letter, Childhood Development Associate (CDA) or meets any of the Early Childhood Teacher requirements determined by the Colorado Office of Early Childhood
- Possess, or ability to obtain, valid First Aid and CPR certifications upon hire as well as all applicable licensing requirements and certifications.
- Medication administration certification, or ability to acquire certification within 30 days of hire date.
- Possess or ability to obtain a valid Colorado driver's license, an acceptable driving record, and be insurable by the District's carrier.
- Be proficient in Microsoft Office Suite and OneDrive.
- Knowledge, understanding, and application of positive classroom management techniques.
- Be highly organized, punctual, flexible, and demonstrate compassion and patience.
- Flexible and positive in an intense and dynamic work environment; utilizes creative problem solving within an intense, dynamic, and sometimes challenging environment; ability to make quick, rational decisions in situations affecting the safety and wellbeing of program participants and possess the ability to carry out such decisions.
- Effective and clear written and oral communicator with a variety of audiences including staff, parents, and supervisors.
- Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.

Additional Information

This Job Description outlines the basic requirements, duties, and general responsibilities of the position of Lead Preschool Teacher. This position is "at-will," which means the Ken-Caryl Ranch Metropolitan District ("District") may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason. The headings in this Job Description are for reference only and shall not affect its interpretation.

Working Environment

- A small portion of this position will involve sedentary, administrative work in an office environment.
- Moderate physical activity will be required frequently.
- Work will be required in all weather conditions.
- Work may be required under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, and proximity to moving mechanical equipment, water, electrical currents, and high places.

Physical Requirements

- Have ability to lift, move and carry objects more than thirty (30) pounds and occasionally in excess of sixty (60) pounds.
- Have ability to stand, run, walk, sit, kneel, stoop/bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motion.
- Have ability to talk, see in color, hear, smell, feel (identify objects by touch), and perceive depth.

How to Apply

Send resume, cover letter, and 3 references to CaraC@kcranch.org. **Position will be open until filled.**

For more information, visit <https://ken-carylranh.org/administration/employment-opportunities/>

Please note: A background check will be conducted, and employment is contingent upon record findings.



Ranch House

7676 S. Continental Divide Rd.
Littleton, CO 80127
(303)979-1876

Community Center

1 Club Dr.
Littleton, CO 80127
(303)979-2233

Dakota Lodge

14422 W. Ken-Caryl Avenue
Littleton, CO 80127
(303)979-1876