Position: Fundango Nursery Coordinator  
Reports to: Erica Wharton, Executive Director  
Hours a month: 8-10 hours a month  
Pay Rate: $10/hr  
Age Requirement: 21 and older  

Summary: Nursery coordinator serves as the primary caregiver for the children participating with Fundango. Our nursery coordinator is responsible for a group of 10-14 foster, kinship, adoptive or biological children with the assistance of one to two nursery staff.

Essential Job Functions:
1. Communicate the needs of the children to the Coordinators and Executive Director.
2. Communicate expectations to the nursery staff and volunteers and be able to hold them accountable for appropriate interactions with children.
3. Communicate with parents regarding their children focusing on the positive.
4. Attend Fundangos as scheduled.
5. Adhere to agency policies and procedures
6. Provide a safe and positive environment for high needs children to learn and grow within
7. Provide consistency and foster trusting relationships with the children.
8. Be available and willing to attend trainings as necessary to increase skills.
9. Provide consistent and appropriate supervision for all children.
10. Provide support and instruction for staff and volunteers who work alongside the nursery coordinator during the Fundango event
11. Will be responsible for planning any nursery activities for each Fundango event. This also includes picking up / dropping off / restocking nursery supplies.

Requirements:
1. Must love children
2. Must have experience working with young children
3. Must be patient and understanding of the children’s traumatic backgrounds
4. Must be able to stay calm when dealing with challenging behaviors
5. Must have positive communication skills.
6. Must be creative.
7. Must have good problem solving skills.
8. Must have the ability to attend the majority of scheduled Fundangos.
9. Must have or attain Infant/Child CPR and First Aid certification.
10. Must be over 18 years old.

APPLY: Send current resume, cover letter explaining why you would be a great fit, and three references to Erica Wharton @ director@kidsatheartfundango.org . Applications may also be sent by mail to Kids at Heart, 6501 Brittany Street, Fort Collins, CO 80525.