



**Dakota Woodlands**  
**Job Posting**  
**Childcare Coordinator - Part Time**

**Job Title:** Childcare Coordinator  
**Hours:** Monday-Friday, 8:00am-4:00pm  
**Pay Rate:** \$17.00-\$18.00/hour

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**Organizational description**

Dakota Woodlands is a nonprofit human services organization located in Eagan, MN that provides shelter and supportive services to families experiencing homelessness. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Families staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

**Position Overview**

Dakota Woodlands seeks a fun, creative, caring individual to work with children as a Childcare Coordinator. The ideal candidate will have a broad understanding of the challenges facing homeless families. They will be sensitive, caring, flexible, open-minded and mission driven. The Childcare Coordinator provides direct services to children to meet current needs, enhance their skills, and help them cope while they reside at our facility.

**Key Areas of Responsibility:**

- Plan and implement recreation, social, educational activities for children of all ages.
- Provide information/feedback through regular check-in with other staff and parents.
- Provide transportation for residents. Supervise volunteers and activity groups who come to work with residents.

**Other Areas of Responsibility:**

- Work with paid and volunteer staff, assisting with activities, and skill-building opportunities for young children.
- Contribute to the development of care plans for addressing children's needs.
- Monitor children's concerns and issues by providing accurate and timely verbal and written communication regarding successes, challenges, progress, difficulties etc. through case notes and feedback to staff and family's team members.
- Prepare notes, incident and protection reports through observable data and facts, individual assessment of situations, forwarding pertinent information from each work shift. All staff are mandated reporters of suspicion of abuse and neglect.
- Attend and actively participate in staff meetings
- Serve as a team member and perform tasks both apparent and delegated.
- Other duties as assigned.

**Qualifications:**

- Passion for, and experience with, working with children of all ages, preferably in a similar residential setting.
- Ability to balance multiple concerns at one time and prioritize tasks.
- Capability to assess a crisis situation and respond appropriately.
- Experience working with people of diverse economic, religious, cultural backgrounds.
- Ability to work individually and as a team member.
- Must have current driver's license and car insurance.

**To Apply:** Email cover letter and resume to [lauren@dakotawoodlands.org](mailto:lauren@dakotawoodlands.org). Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.