



On-Call Atrium Assistant Job Posting – August 2024

Mission: The mission of Mater Filius Colorado Springs (MFCS) is to defend life with love by helping pregnant women, offering a path forward through support, resources and spiritual guidance to nurture the lives of mothers and their children.

Position Summary:

The Little Lambs of Christ Atrium Assistant will work with the Director of Child Enrichment (DRE) in the implementation of the Catechesis of the Good Shepherd (CGS) program for the Little Lambs of Christ Atrium (LLC) within the MFCS Child Enrichment Program (CEP).

The Child Enrichment Program serves children of Mathis from 6 weeks-5 years when Mathis is working, going to school, or attending any other activity directly related to her path.

The Little Lambs of Christ Atrium serves children 6 weeks through 3 years and is open Monday through Friday, 8:00 a.m. until 5:30 p.m.

Supervision: Reports to Director of Child Enrichment

Time Commitment: Regular, non-exempt, on-call position.

This position will be filled by one or more on-call staff (scheduled occasionally as needed) on a flexible schedule during our open hours, Monday through Friday.

Wage: \$13.65/hour (minimum wage) up to \$15/hour, depending on qualifications

Location: Mater Filius Colorado Springs home at the St. Gabriel's Catholic Church campus in Briargate area of Colorado Springs.

Profile:

- Woman at least 18 years old
- Faithful in her spiritual life
- Experience working with young children

General Functions:

1. Reports directly to the Director of Child Enrichment (DCE)
2. Along with the DCE, helps implements the Catechesis of the Good Shepherd program and other activities for Little Lambs of Christ Atrium based on our affiliate models and goals for our Colorado Springs site.

3. Ensure cleanliness and organization of the Little Lambs of Christ Atrium.
4. Provide safe and consistent care for the Filius as well as other children of the Mathis
5. Ensure Mathis provides healthy lunch and other supplies for her children.
6. Work with DCE to maintain a schedule of activities to develop healthy eating and sleeping habits.
7. Provide age-appropriate, interactive activities for the children.
8. Communicate with the DCE when a child is ill, and the mother needs to be notified

Specific Functions: Apply for full Job Description

Training:

- Orientation to MFCS and on-the-job training with the DCE, Executive Director and other staff and volunteers
- Any other training determined to be required for the position, such as CPR/Infant CPR and other training related to the safety/care of infants and children.

Background and Safety Requirements:

- Three references
- Willingness to undergo a background check.
- Attendance at the Diocesan-required safe environment training

Position Benefits:

- Training as outlined above.
- Please note that this position does not offer a medical or retirement package.
- Hourly compensation as a part-time exempt employee

To apply:

By September 15, please submit a cover letter, resume, and three references to Michele Mason, Director of Child Enrichment, at kids@materfiliuscs.org. Additional applications may be accepted on a rolling basis until filled