

# HELP LAUNCH TINY ROOTS CHILDCARE

## Contract Start-Up Project Manager

### Tiny Roots Childcare (Stratton, Colorado)

#### Position Overview

A community-based child care initiative in Stratton, CO is seeking a contract Start-Up Project Manager to coordinate the opening of a new child care center. This role focuses on licensing, inspection readiness, and operational setup, working closely with Tiny Roots Child Care Committee and construction partners.

#### Key Responsibilities

- Develop and manage a start-up timeline through opening
- Coordinate licensing preparation and inspections
- Organize required documentation, policies, and records
- Support facility setup, materials, and equipment hi
- Assist with initial staffing and basic operational systems
- Provide regular updates and keep the project on track

#### Qualifications

- Project management experience with multiple deadlines
- Strong organization and follow-through
- Ability to work independently
- Experience in child care, education, or regulated environments preferred
- Familiarity with Colorado licensing processes is a plus
- **Childcare Director qualification preferred**

#### Details

- Independent contractor role
- Immediate start through opening, with potential to continue beyond opening
- Project-based workload
- **Hybrid role (some remote work; on-site required for key phases)**

#### Compensation

- **\$20-\$25 per hour based on experience. Not to exceed 30 hours per week and 500 hours for job completion.**

**Submit letters of interest and resume to  
[info@tinyrootschildcare.com](mailto:info@tinyrootschildcare.com)**