

Glen Ellyn Children's Resource Center

Job Title: Program Assistant

Location: Churchill Elementary School 240 Geneva Road Glen Ellyn

Days per week: Monday – Thursday

Hours: 3:00pm– 6:00pm plus 10 additional hours a week administrative work

Primary Purpose of the Job:

The After-School Program Assistant will be assisting Program Director with day-to-day operation of program. This includes ensuring aides have completed set up and clean up. Assistant will aid in ensuring volunteers have been connected with their assigned students. This person will have administrative responsibilities assigned to them by Program Director. This person will also work with other GECRC staff members to implement best practices and improve GECRC's programs.

Essential Duties

- Working one-on-one or with small groups of students.
- Assisting Classroom Coordinators.
- Collaborating with peers to enhance the overall social and academic experience of our students.
- Modeling professional and ethical standards when dealing with students, parents, peers, volunteers and community.
- Establishing and maintaining cooperative working relationships with students, parents, and schools, as measured by GECRC survey results.
- Utilizing assistance from volunteers and interns.
- Participating in on-going trainings as well as regular staff meetings.
- Meeting professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, team collaboration, etc.
- Performing other duties and responsibilities as assigned by their supervisor.
- Being able to perform some minor lifting of equipment.
- Being able to engage in active movement with the children.
- Taking 7-10 pictures weekly and submitting them to Social Media Manager.

Ability to Step into the Role of Classroom Coordinator in the Following Manner:

- Implementing instructional activities that contribute to an environment where students are actively engaged in meaningful learning experiences.
- Managing a classroom of up to 20 students, including the incorporation of volunteers.
- Effectively managing program resources.
- Effectively managing classroom control.

Assist Classroom Coordinator with the Following:

- Identifying, selecting, and modifying instructional resources to meet the needs of students who have a broad range of backgrounds, learning styles, and individual needs.
- Providing a positive environment in which students are encouraged to be actively engaged in the learning process.

Administrative Duties

- Enter Attendance.
- Post Volunteer hours for all three sites.
- Get supplies out of storage that are needed for Churchill.
- Scanning DCFS paperwork.
- Assigning and scheduling volunteers in Volgistics.
- Maintaining up to date tutor master list.
- Print weekly attendance and daily volunteer sign in sheets.

Required Experience and Education:

- Minimum undergraduate degree preferred with degree or experience in education, school counseling, human services, or related field.
- Passionate advocate for reducing the educational achievement gap, with a commitment to the mission and goals of GECRC.
- Demonstrated ability to motivate students.
- Understanding of refugee, immigrant, and disadvantaged populations.
- Ability to work effectively with volunteers.
- Effective problem-solving, planning, and organizational skills.
- Minimum of one year experience tutoring or other related activity with diverse populations preferred.
- Demonstrated ability to work both independently and on a team.
- Able to work on multiple projects and deadlines simultaneously.
- Has a positive attitude and strong work ethic, is patient, flexible, and self-directed.
- Spanish speaking is a plus!

How to Apply

- Please send cover letter, resume, and two-three references to volunteer@gecrc.com.

Statement of Nondiscrimination

- Glen Ellyn Children's Resource Center is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, creed, color, sex, age, religion, sexual orientation, disability, or national origin. Glen Ellyn Children's Resource Center utilizes only job-related criteria in making decisions concerning applicants and employees.