

## **Glen Ellyn Children's Resource Center**

**Job Title:** After-School Aide

**Location:** Lincoln Elementary School 380 Greenfield Ave Glen Ellyn

**Days per week:** Monday – Friday

**Hours:** 3:00pm-- 6:00pm

### **Primary Purpose of the Job:**

The After-School Program Aide will be helping to set-up/clean-up our academic environment, both prior to and at the end of our program session. This position is responsible for assisting Classroom Coordinators, working with students one-on-one and in small groups, and working with volunteers. This person will also work with other GECRC staff members to implement best practices and improve GECRC's programs.

### **Essential Duties**

- Setting up and cleaning up of our school program space.
- Making copies and putting together packets of materials for the students.
- 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.

### **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.

**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](mailto: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.