

## Glen Ellyn Children's Resource Center

**Job Title:** After School Classroom Coordinator 3rd-5th Grade

**Location:** Churchill Elementary 240 Geneva Road

**Days per week:** Monday – Friday

**Hours:** 3-6 pm with 7 additional hours of planning time

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

The After-School Classroom Coordinator will design and guide the implementation of the GECRC after-school and summer programs for elementary-aged students. He/she is responsible for effectively coordinating and working with both schoolteachers and tutors to help provide basic individualized support programs for the students enrolled in our program. This includes providing individualized activities for students to complete with their one-on-one tutors. The After-School Classroom Coordinator plans activities and lessons that creatively engage GECRC students in age-appropriate learning experiences during weekly classroom time. He/she works with the GECRC staff team to implement best practices and improve GECRC's programs.

### **Essential Duties**

- Implement instructional activities that contribute to an environment where students are actively engaged in meaningful learning experiences.
- Manage a classroom of up to 20 students, including incorporation of volunteers.
- Identify, select, and modify instructional resources to meet the needs of students with varying backgrounds, learning styles, and individual needs.
- Coordinate with students' classroom teachers to provide individualized activities for students to complete with one-on-one tutors.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, volunteers and other professionals on a regular basis.
- Collaborate with peers to enhance the overall social and academic experience.
- Model professional and ethical standards when dealing with students, parents, peers, volunteers and community.
- Establish and maintain cooperative working relationships with students, parents, and schools, as measured by GECRC survey results.
- Effectively manage program resources.
- Effectively manage classroom control.
- Utilize assistance from volunteers and interns.
- Participate in on-going trainings as well as regular staff meetings.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, team collaboration, etc.
- Perform other duties and responsibilities as assigned by their supervisor.
- Be able to engage in active movement with the children.
- Be able to perform some minor lifting of equipment.

## **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 working with diverse populations preferred.
- Preference of at least two years of experience working with children in an academic setting. (elementary school and/or ELL preferred)
- Ability to communicate with clarity both orally and in writing with families and students from varied educational and cultural backgrounds, as well as volunteers of all ages.
- Demonstrated ability to work independently and on a team.
- Able to work on multiple projects and deadlines simultaneously.
- Positive attitude, strong work ethic, 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.