

# VOLUNTEER HANDBOOK



## Resource Center

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*Helping the world's children in our own backyard*

Revised 03/13/19

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Dear Volunteer,

Welcome to the Glen Ellyn Children's Resource Center (GECRC). Thank you for your interest in volunteering at the GECRC.

GECRC programming has shown to positively impact the lives of our students and their families. Students work hard to develop academic competencies in core literacy and math, as well as critical social skills. These goals are achievable thanks to the willingness of our volunteers to share their time and enthusiasm for learning. We appreciate you!

This handbook was designed to give you an overview of our program, as well as some guidelines to prepare you for tutoring. We ask that you read this information carefully as it provides important information and is a great reference. Please contact me directly if you have any additional questions.

Sincerely,

*Dana Wleklinski*

Glen Ellyn Children's Resource Center  
Director of Program and Volunteers

[dwleklinski@gecrc.com](mailto:dwleklinski@gecrc.com)  
630-899-9919  
[www.gecrc.org](http://www.gecrc.org)

## **Mission Statement**

The GECRC mission is to help children from low income families acquire the necessary skills in academics and social interaction to move successfully through grades K-12 and into adulthood. We do this by providing after school and summer programs which emphasize literacy and community involvement and use the talents of teachers, volunteer tutors, adult caregivers and a variety of local support services.

## **History**

The Glen Ellyn Community Resource Center opened in April 2002 with the support of the county-run DuPage Prevention Partnership and initially served children residing at Parkside Apartment Complex. In the fall of 2003, we moved to the classroom space offered by Faith Lutheran Church of Glen Ellyn and became a 501c(3) nonprofit corporation in order to better serve the greater Glen Ellyn community. In 2006, we moved to Abraham Lincoln Elementary School as the Glen Ellyn Children's Resource Center (GECRC). In the 2013-2014 school year, we began serving students at Hadley Junior High and expanded again in 2016 to our newest location at Churchill Elementary. We are currently among the area's most active nonprofits, empowering a growing number of low-income and refugee children to achieve their fullest potential.

## **Services Provided**

GECRC provides students with five-day-a-week, after-school tutoring and mentoring programs, cost free. Participation is open to all students who attend Districts 41 or 89 schools and meet low-income and academic risk guidelines. Students are referred by teachers, social workers, school administrators or social service agencies. Annually our program serves over 130 immigrant, refugee and American born students.

## **Program Goals**

To provide a structured, safe, and fun after school learning environment for GECRC students, as demonstrated through the following goals.

- Academic Support
- Mentorship
- Social Skills Development
- Community/Family Involvement

**Academic Support:** GECRC provides students with strategic reading, writing, and math instruction that supports their current classroom curriculum. Students are able to practice their developing skills, through homework completion, with their volunteer tutor.

**Mentorship:** Students and their tutors develop positive mentorship relationships that provide additional academic and social support.

**Social Skills Development:** Students are provided opportunities to develop their social skills through enrichment activities. Physical activity opportunities are provide to promote teamwork, and cooperation.

**Community/Family Involvement:** GECRC staff work to provide academic information to families in order to develop a stronger home and school connection.

## **Volunteering at GECRC**

### **GECRC Office**

346 Taft Avenue  
Suite 205  
Glen Ellyn, IL 60137

### **GECRC Sites**

**Abraham Lincoln Elementary School**  
**(Enter through Door #29, located on Newton Ave)**  
380 Greenfield Ave  
Glen Ellyn II, 60137

**Churchill Elementary School**  
**(Enter through Door # 14)**  
240 Geneva Rd  
Glen Ellyn, IL 60137

**Hadley Junior High**  
240 Hawthorne Blvd  
Glen Ellyn, IL 60137

### **Hours of Operation**

- Monday- Friday, 3:30 - 5:30 pm
- We adhere to the District 41 school calendar. Program will not run on non attendance days, half days, or if school is canceled.
- On days of inclement weather, please check for cancellations on the District 41 website at <http://www.d41.org/>. You will also receive a communication from GECRC staff.

### **Schedule**

- 3:30-4:20 Snack and Free Choice Time
- 4:30-5:30 Tutoring (Monday- Thursday)
- 4:30 -5:30 Enrichment Activity Day (Friday)

### **Volunteer Guidelines**

- We ask our volunteers to respect school policies and classrooms.
  - GECRC does not have access to supplies in classrooms.
  - Students are not to be alone in classrooms. Please accompany students as they travel through the building.
- We are a strengths based tutoring program.
  - Introduce yourself and let your student know that you are excited to be working together.
  - Spend a few minutes at the beginning of every tutoring session checking in with your student and seeing how their day went.
  - Understand your student's learning style and pace.
  - Match expectation with student's abilities.
- Commitment
  - Students look forward to their tutor's focused attention.
  - Be consistent- establish a routine. At the beginning of each day, discuss what your time together will look like.
  - Demonstrate your passion for learning.

### **Logging Hours/Signing In:**

- It is **essential** that all volunteer sign in and out on the sign in sheet.
- Pick a pencil and any other supplies your student may need.

### **Reporting an Absence**

- Churchill- contact Jackie Reeves at [jreeves@gecrc.com](mailto:jreeves@gecrc.com) or text/call 630-479-9919
- Lincoln- contact Dana Wlekinski at [dwleklinski@gecrc.com](mailto:dwleklinski@gecrc.com) or text/call 630-899-9919
- Hadley- contact Marci Myers at [mmyers@gecrc.com](mailto:mmyers@gecrc.com) or text/call 630-881-0079
- Please give at least 24 hours notice, if possible.
- For an extended absence, please give advance notice to school coordinator at least a week in advance.

### **Tutoring Termination**

If for any reason you are unable to continue your commitment to tutoring, please notify your site coordinator with *at least two weeks notice*. The site coordinator will notify parents and students that there will be a change in tutors.

### **GECRC Code of Conduct**

#### **Cell Phone Usage**

All personal cell phones should be put on 'silent' during GECRC hours. Texting, making calls, taking personal photos or videos, etc. are not permitted. Students are not allowed to use your phone during academic or free time. Sharing of personal contact information with a student or their family is prohibited.

**Attire**

Volunteers must wear school appropriate clothing.

**Photos and Videos**

Photos and videos of the GECRC students may not be posted on any form of social media or used for any purpose without the consent of the GECRC staff.

**Weapons**

Weapons of any kind, including replica weapons, are prohibited at all GECRC sites.

**Alcohol and Illegal Drugs**

The possession, sale, or use of illegal drugs or alcohol shall be a violation of safe volunteer practices and will be subject to immediate dismissal.

**Gifts**

Students are not allowed to receive individual gifts from tutors or volunteers, unless approved by GECRC staff. If a student expresses a need, such as a winter coat or shoes, please share information with the staff and they will follow up. Snack, book, or reward donations will be used for all students.

**Confidentiality**

GECRC is committed to protecting the privacy and confidentiality of its students. As a tutor, you will receive and gather academic, social, health and personal information about your student. All information about an individual student should be kept confidential. Please ask a staff member if you have any questions or concerns.

**Contact Information**

Leah Harding, Interim Executive Director

[lharding@gecrc.org](mailto:lharding@gecrc.org)

630-479-9920

For questions regarding volunteering, Lincoln Elementary and Hadley Junior High, contact:

Dana Wleklinski, Director Program and Volunteers

[dwleklinski@gecrc.com](mailto:dwleklinski@gecrc.com)

630-899-9919

For questions regarding Churchill Elementary, contact:

Jackie Reeves, Churchill Program Coordinator

[jreeves@gecrc.com](mailto:jreeves@gecrc.com)

630-479-9919

www.gecrc.com

Facebook: @gecrc

Instagram: @gecrc

Twitter: GlenEllynCRC