



Resource Center

Job Description - Glen Ellyn Children's Resource Center (GECRC)

Job Title: After-School Classroom Coordinator

Location: Churchill Elementary, Glen Ellyn, IL

Terms: This is a part-time position - 20 hours per week, Monday through Friday

Weekly schedule - 3:00pm – 6:00pm on site with an additional 5 hours of paid planning time per week

Job Description:

Under the supervision of the Churchill Program Coordinator, the After-School Classroom Coordinator will be responsible for classroom management, supervision of students and volunteers, and planning supplemental activities and lessons that creatively engage GECRC students during weekly classroom time. He/she/they will work with GECRC staff to implement best academic practices.

Essential Duties:

- Supervise a classroom of up to 20 students
- Provide guidance to volunteer tutors
- Coordinate with students' classroom teachers to provide individualized learning activities for students
- Create an inclusive environment where students are actively engaged in the learning process
- Collaborate with team members to enhance academic and social experiences
- Model professional standards with students, parents, peers, volunteers and community
- Maintain cooperative working relationships with students, parents, team members and school staff
- Participate in ongoing trainings as well as regular staff meetings
- Demonstrate efficient work habits: punctuality, meeting deadlines, team collaboration, etc
- Perform other duties and responsibilities as assigned by their supervisor

Required Qualifications and Education:

- Undergraduate degree (preferred) and experience in education, social work, or related fields
- Experience working in an academic setting (elementary school and/or ELL) and with diverse populations (low income and/or BIPOC communities, and bilingual in Spanish/English preferred)
- Ability to motivate students and work effectively with volunteers
- Demonstrated ability to work both independently and on a team
- Strong problem solving skills
- Able to work on multiple projects and deadlines simultaneously
- Able to engage in active movement with students; light lifting of up to 40 lbs

How to Apply

Please send a cover letter, resume, and two references to Director of Program and Volunteers Lisa Hepner at: lhepner@gecrc.com

For more information on the programs and organization, please visit our website at <http://www.gecrc.com>.

Statement of Nondiscrimination

Glen Ellyn Children's Resource Center (GECRC) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. GECRC is an equal opportunity employer.