



VOLUNTEER HANDBOOK

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Dear Volunteer,

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

GECRC programming has shown to positively impact the lives of our students and their families in a myriad of ways. Students work hard to develop and grow academic competencies in core subjects of literacy and math, as well as gain confidence, increased social interaction, and a greater sense of being a member of a community. GECRC programs would not be possible without dedication and care of our volunteers, who share their time and enthusiasm for learning with our students. We appreciate you!

This handbook was designed to give you an overview of our programs, 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 reach out to volunteer@gecrc.com if you have any additional questions.

Sincerely,

Leah Harding, LCSW
Executive Director

lharding@gecrc.com
www.gecrc.com

Mission Statement

Glen Ellyn Children's Resource Center (GECRC) offers out-of-school programming that empowers under-resourced K-12 students to meet state and local standards for academic and social-emotional learning; involves students in activities that enrich learning; and connects families to schools and other resources necessary to support student success and well-being. GECRC programs make space where students, their parents, educators, and community members can develop mutually enriching relationships that support and inspire learning and growth.

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 opened an after school program site at D41 Abraham Lincoln Elementary School as the Glen Ellyn Children's Resource Center (GECRC). In the 2013-2014 school year, we began serving additional D41 students at Hadley Junior High and expanded again in 2016 to Churchill Elementary.

Our first program in CCSD89 Glen Crest Middle School opened in 2020, and our most recent program opened in CCSD89 at Park View Elementary in fall of 2023. We are currently among the area's most active nonprofits, supporting a growing number of low-income children attain core literacy and social-emotional skills; assist ELL (English Language Learner) students as they integrate into the community; and assist parents/caregivers in providing educational support for their children.

Services Provided

GECRC provides elementary students with five days a week, after-school tutoring and mentoring programs. Junior high/middle school programs run four days a week, for an hour. All programs are cost free. Participation is open to students who attend Districts 41 or 89 schools and meet low-income and academic risk guidelines. Students are referred by teachers, social workers, or school administrators. Annually our program serves over 300 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 Emotional Skills Development

- Community/Family Involvement

Academic Support: GECRC provides students with support for reading, writing, and math instruction; in congruence with 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 Emotional Skills Development: Students are provided opportunities to develop their social emotional skills through enrichment activities.

Community/Family Involvement: GECRC staff work to communicate important academic and school information to GECRC families in order to strengthen the connection to school.

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 IL, 60137

Churchill Elementary School

(Enter through Door # 14)

240 Geneva Rd
Glen Ellyn, IL 60137

Hadley Junior High School

240 Hawthorne Blvd
Glen Ellyn, IL 60137

Glen Crest Middle School

725 Sheehan Ave
Glen Ellyn, IL 60137

Park View Elementary School

250 S Park Blvd
Glen Ellyn, IL 60137

Hours of Operation

- Monday- Friday, 3:30 - 5:30 pm (Churchill, Lincoln, and Park View)
 - Tutoring takes place from 4:30 - 5:30 pm
- Monday-Thursday, 3:30 - 4:40 pm (Hadley)
 - Tutoring takes place 3:30 - 4:40 pm
- Monday-Thursday, 2:25 - 3:35 pm (Glen Crest)
 - Tutoring takes place 2:35 - 3:30pm
- We adhere to District 41 and 89 school calendars. 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 or 89 website at <http://www.d41.org/> or <https://www.ccsd89.org>. You will also receive communication from GECRC staff.

Schedule

- 3:30 - 4:20 Snack and Recess
- 4:30 - 5:30 Tutoring (Monday- Thursday)
- 4:30 - 5:30 Social Emotional Learning (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 expectations with a student's abilities.
 - If having trouble with student focus or behavior, attempt to positively redirect student. If needed, seek support from the classroom coordinator.
- 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 volunteers log their hours at volgistics.com/vicnet prior to the end of the month.
- Pick a pencil and any other supplies your student may need.

Reporting an Absence

- Churchill - contact Karla Kampen at kkampen@gecrc.com or text/call (630) 479 - 9919
- Lincoln - contact Cheryl Sammer at csammer@gecrc.com or text/call (630) 605 - 5302
- Hadley - contact Mayra Kulik at mkulik@gecrc.com or text (630) 962-9103
- Glen Crest - contact Polly Cooper at volunteer@gecrc.com or text/call (630) 534 - 0980
- Park View - contact Lizzy Doty at edoty@gecrc.com or text/call (630) 984 - 0381
- Please give at least 24 hours notice, if possible.
- For an extended absence, please give advance notice to the respective site contact at least a week in advance.

Tutoring Termination

If for any reason you are unable to continue your commitment to tutoring, we would appreciate a message to the 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 (or their own) during academic or free time. Sharing personal contact information with a student or their family is prohibited.

Attire

Volunteers are encouraged to dress comfortably in school appropriate clothing. Part of the volunteer's role is to guide our students in making appropriate choices and to dress for success. Any clothing item which constitutes a threat to the safety or health of self or others, references alcohol, drugs, tobacco, or violence, is offensive by the wording or design, or excessively revealing is prohibited.

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.

Photos and videos of GECRC volunteers may be taken and used for GECRC promotional materials, including newsletters, web pages, and social media.

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.

www.gecrc.com

Facebook: @gecrc

Instagram: @gecrc

Twitter: GlenEllynCRC