



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

**Job Title:** GECRC After School Aide

**Location:** TBD

**Days per week:** Monday – Friday

### **Job Description:**

After-School Program Aides assist Classroom Coordinators with classroom management, work with students and volunteer tutors to provide individualized support and academic activities, and provide individual or group tutoring to students when needed. He/she will work with GECRC staff to implement best academic practices.

### **Essential Duties:**

- Assist Classroom Coordinator with creation of supplemental academic and social and emotional resources
- Lead classroom when Classroom Coordinators are unavailable
- Work one-on-one or with small groups of students
- Set up and clean up after school program space
- Create a positive environment where students are actively engaged in the learning process
- Collaborate with peers to enhance academic and social experiences
- Model professional standards with students, parents, peers, volunteers and community
- Maintain cooperative working relationships with students, parents and school staff
- Participate in ongoing trainings as well as regular staff meetings
- Demonstrate efficient work habits: punctuality, meeting deadlines, team collaboration, etc.

### **Required Qualifications and Education:**

- Experience in education, social work, or related field or currently enrolled in undergraduate program working towards an educational degree
- Experience working in an academic setting (elementary school and/or ELL programs) and with diverse populations preferred; bilingual in Spanish/English is a plus
- Interest in furthering the mission and goals of GECRC
- Ability to motivate students through math and literacy and work effectively with volunteers
- Demonstrated ability to work 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 ability needed

### **How to Apply**

Please send a cover letter, resume, and two references to [careers@gecrc.com](mailto:careers@gecrc.com).

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

### **Statement of Nondiscrimination**

GECRC 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.