



POSITION DESCRIPTION

Job Title: Social Work Intern
Reports To: Program Director

Position Type: Seasonal, Non-Exempt Part Time
Revision Date: February 26, 2026

POSITION SUMMARY:

Under the direction of the Program Director, the Social Work Intern supports the social-emotional development, mental health, and family engagement efforts of GECRC's after-school and summer programming. The intern will work directly with students and families to provide supportive services, assist with case management, contribute to behavioral and SEL strategies, and support staff in implementing whole-child programming.

This internship offers hands-on experience in community-based social work practice within a nonprofit setting serving under-resourced children and families. The intern will gain experience in youth development, trauma-informed practices, family systems, documentation, community resource coordination, and interdisciplinary collaboration.

ESSENTIAL FUNCTIONS:

1. Supports the social-emotional needs of participants through individual check-ins and small group facilitation under supervision.
2. Assists with behavioral observation, documentation, and implementation of positive behavior intervention strategies.
3. Collaborates with Program Director and site staff to support students experiencing academic, emotional, or behavioral challenges.
4. Participates in case management activities including family outreach, resource referrals, and follow-up communication.
5. Maintains confidential participant records in compliance with agency policies and ethical social work standards.
6. Assists in developing and implementing SEL activities aligned with GECRC's program model.
7. Supports crisis response and de-escalation efforts under supervision when needed.
8. Participates in multidisciplinary team meetings and contributes professional insights.
9. Engages with parents/guardians during pick-up times and via phone/email as appropriate and directed.
10. Assists in maintaining a safe, supportive, and structured environment for all participants.
11. Completes required internship documentation, supervision meetings, and university reporting requirements.
12. Demonstrates professionalism, cultural humility, and trauma-informed care practices.
13. Supports completion of paperwork with families for enrollment in benefit programs.

14. Participates in ongoing staff training and professional development.
15. Supports and embodies the core values and mission of GECRC.
16. Other duties as assigned consistent with educational goals of the internship.

QUALIFICATIONS:

1. Currently enrolled in a Bachelor’s (BSW) or Master’s (MSW) Social Work program at an accredited institution.
2. At least one year of experience working with and leading children in a structured group environment such as a camp, school, tutoring, or youth program setting.
3. Strong leadership, motivation, and communication skills are a must.
4. Commitment to maintaining confidentiality and ethical standards.
5. Ability to work both independently and collaboratively in team settings.
6. Must have and/or be able to obtain valid First Aid, CPR, and AED certifications by first day of program.
7. Must complete DCFS Mandated Reporter certification prior to employment.
8. Must complete and pass a criminal background check prior to start of employment.
9. Must have the ability to read, write, and organize materials in English.
10. Bilingual skillsets are a plus.
11. Must be able to supervise participants and have safety awareness.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

This position is required to work long periods of time inside and outside. The person must be able to lift, turn, and carry 50 pounds at least 10 feet, and placing this load on shelves at chest height so as to fulfill this requirement. May be required to work during various weather conditions, including hot temperatures and rain.

Sitting – Occasionally	Balancing – Occasionally	Climbing – Occasionally
Crawling – Occasionally	Crouching – Occasionally	Kneeling – Occasionally
Stopping – Occasionally	Strength – Light (0-25 Pounds)	Walking - Frequently

HOURS & COMPENSATION

This position is a part-time, non-exempt, seasonal role. The position will be based at Arbor View Elementary School in Glen Ellyn. The start date is Monday, June 8, 2026 and concludes Friday, July 31, 2026. The position reports daily Monday through Friday from 11:30AM to 5:30PM. The compensation begins at \$18 per hour.

HOW TO APPLY:

Interested candidates are to complete an online application through Indeed.com or they may send a cover letter and resume to careers@gecrc.com.

GECRC's MISSION:

Our 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, using the talents of teachers, volunteer tutors, GECRC staff and a variety of local organizations.

STATEMENT OF NONDISCRIMINATION:

Glen Ellyn Children's Resource Center is an Equal Employment Opportunity Employer. We provide employment opportunities without regard to race, creed, color, sex, gender, age, religion, sexual orientation, disability, or national origin. The Glen Ellyn Children's Resource Center utilizes only job-related criteria in making decisions concerning applicants and employees.