



POSITION DESCRIPTION

Job Title: Summer Counselor
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 Summer Counselor is responsible for the supervision of participants. This position will assist the Lead Counselors/Teachers with curriculum development and execution, supervision of participants, leading daily activities including lunch and recreation-based experiences, on-going communication with participants' parents/guardians, maintaining a clean space, ensures daily logs/paperwork are completed and maintained, and oversees the delivery of a fun, learning experience in a safe environment.

ESSENTIAL FUNCTIONS:

1. Always supervises and ensures the safety of all participants.
2. Supports the development and delivery of approved curriculum including the planning and organization of activities games, and experiences including lunch, field trips, and recreation/career exploration time.
3. Supporting the completion of daily attendance records and other program paperwork.
4. Prepares and distributes snacks/meals to participants in compliance with ISBE SFSP program guidelines.
5. Participates in on-going staff training and professional development, including completing CPR, AED, First Aid, and SFSP Food Training. These certifications will be available as part of employee's on-boarding process.
6. Demonstrates confidentiality of participant and agency information.
7. Demonstrates the capacity to make sound decisions and effectively communicate with all participants, parents, vendors, volunteers, and employees timely.
8. Responsible for the inventory and security of equipment and materials.
9. Works with the Program Director for ordering equipment and/or materials as needed and approved in the annual budget.
10. Carries a cell phone, participants' medication, participant rosters, participants' and employees' emergency contact information at all times while on duty.
11. When necessary, administers medications to participants.
12. Responsible for following and enforcing all guidelines and rules of GECRC with participants.
13. Supports and participates in cleaning activity areas during and at the conclusion of programming.
14. Interacts and communicates with parents/guardians during drop-off/pick-up times and/or via email for bus riders.
15. Communicates concerns and schedule changes with Program Director.

16. Communicates participant behavior and disciplinary challenges with Program Director.
17. Supports during emergency situations and ensures participants are following procedures as documented.
18. Supports and embodies the core values and mission of GECRC.
19. Other duties as assigned.

QUALIFICATIONS:

1. Completed High school diploma.
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. Ability to maintain structure while keeping activities fun and engaging.
5. Must have and/or be able to obtain valid First Aid, CPR, and AED certifications by first day of program.
6. Must have and/or be able to obtain a valid ISBE SFSP training within first week of employment.
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. Must be able to supervise participants and have safety awareness.
11. Proficient ability to work independently and with teams.

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 – Medium (25-50 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 \$16 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.