



POSITION DESCRIPTION

Job Title: Summer Instructor
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 Teacher (Summer Instructor) creates a supportive, engaging environment where students grow intellectually, emotionally, physically, and socially. The Instructor designs and delivers standards-aligned literacy and math instruction grounded in Common Core, Project-Based Learning (PBL), and Social-Emotional Learning (SEL) to drive academic success.

This role requires a self-motivated, organized, flexible educator who communicates effectively with students, families, staff, and volunteers. The Summer Instructor partners closely with Summer Counselors to deliver a seamless full-day experience that integrates academics with enrichment. A heavy emphasis on standards-aligned literacy and math instruction incorporating PBL and SEL will be incorporated into the position.

ESSENTIAL FUNCTIONS:

1. Always supervises and ensures the safety of all participants.
2. Develops, organizes, and implements high-quality academic instruction aligned with Common Core State Standards.
3. Designs and facilitates engaging Project-Based Learning experiences connected to literacy and math skill development.
4. Incorporates Social-Emotional Learning strategies into daily instruction to support the whole child.
5. Differentiates instruction to meet the needs of diverse learners, including English Language Learners and students performing below grade level.
6. Creates a classroom environment that fosters intellectual curiosity, emotional safety, physical engagement, and social growth.
7. Collaborates closely with Summer Counselors to ensure smooth transitions between the Morning Academic Block and Afternoon Camp & Enrichment Block.
8. Maintains daily lesson plans, attendance records, academic progress documentation, and required program paperwork.
9. Communicates student progress, concerns, and achievements with parents/guardians in a timely and professional manner.
10. Participates in on-going staff training and professional development, including completing CPR, AED, First Aid, and SFSP Food Training.
11. Demonstrates confidentiality of participant and agency information.

12. Demonstrates sound decision-making and effective communication with participants, parents, vendors, volunteers, and employees.
13. Oversees classroom management and implements consistent, strengths-based behavior support strategies.
14. Works with the Program Director to identify and order instructional materials as approved in the annual budget.
15. Carries a cell phone, participant rosters, emergency contact information, and required documentation at all times while on duty.
16. When necessary, administers medications to participants in accordance with policy.
17. Responsible for following and enforcing all GECRC guidelines and procedures.
18. Supports and participates in cleaning and organizing activity areas during and at the conclusion of programming.
19. Communicates participant behavior and disciplinary challenges with the Program Director.
20. Supports emergency procedures and ensures participants follow documented safety protocols.
21. Supports and embodies the core values and mission of GECRC.
22. Other duties as assigned.

QUALIFICATIONS:

1. Currently enrolled or completed Bachelor's or Associate's Degree in Education or related field.
2. Valid Illinois Professional Educator License (PEL) preferred but not required.
3. Experience implementing Common Core-aligned instruction and/or Project-Based Learning preferred.
4. At least one year of experience teaching or leading academic instruction in a structured school, camp, tutoring, or youth program setting.
5. Strong classroom management, organization, and communication skills.
6. Ability to maintain structure while creating engaging, hands-on learning experiences.
7. Must have and/or be able to obtain valid First Aid, CPR, and AED certifications by first day of program.
8. Must complete DCFS Mandated Reporter certification prior to employment.
9. Must complete and pass a criminal background check prior to start of employment.
10. Must have the ability to read, write, and organize instructional materials in English.
11. Bilingual skillsets is a plus.
12. Must demonstrate flexibility and adaptability in a dynamic summer environment.
13. Proficient ability to work independently and collaboratively with a team.

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
Stopping – Occasionally

Crouching – Occasionally
Strength – Light (0-25 Pounds)

Kneeling – Occasionally
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 8:00AM to 5:00PM. The compensation begins at \$19 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.