



## **Quinn Center Summer Enrichment Program** **Summer Camp Counselor Program Co-Manager**

### **About the Quinn Center of St. Eulalia**

The Quinn Center of St. Eulalia (Quinn Center) is a ministry of Sacred Heart and St. Eulalia Parish (Maywood, IL) that was founded in 2010 to address social justice concerns and outreach to a diverse Proviso community. Named after Monsignor William Quinn, a former pastor of St. Eulalia, the Center continues his legacy of community engagement, empowerment and growth. The mission of the Quinn Center is to partner with the people of Proviso to build an inclusive culture of justice, health and peace through intentional action.

The Quinn Center Summer Enrichment Program is a beacon of hope in Proviso Township providing quality programming for youth and teenagers. We will offer a 4-week program for students in grades 1-8, and will include a variety of enrichment experiences from science and math to fine arts and fitness. The camp serves a critical role in stimulating the local economy through the employment of high-school teens as camp counselors, teachers and local organizations. While the experience will be different compared to past years, we look forward to serving the community this summer, and hope you consider joining us too!

### **Position: Summer Camp Counselor Program Co-Manager**

#### **Time Commitment:**

**Program prep: May 3 - June 24 (Various Hours)**

**Teen Orientation/Training Week: June 28 - July 1**

**Summer Program: July 5-29, Mondays-Thursdays**

- Program Hours: 8:30am - 3:00pm

#### **Roles and Responsibilities**

- Responsible for all activities related to hiring, training and overseeing the Summer Camp Counselor positions, including reviewing applications, scheduling and coordinating interviews for all candidates
- Develop and implement Teen Orientation/Training week activities
- Provide day-to-day scheduling during program hours for Camp Counselors
- Coordinate after-program hours enrichment activities for the Camp Counselors
- Ensures a safe, fun, and positive environment within Camp Counselor program
- Other duties as assigned by Quinn Center Executive Director and/or Summer Program Director

#### **Required skills**

- Computer literacy
- Ability to maintain accurate records
- Comfortable working with people of all ages and from diverse backgrounds
- Ability to organize and keep confidentiality
- Good listening skills
- Flexibility and creativity
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#### **Required training and background checks** (will be included in site training)

- All Archdiocese of Chicago employee requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training

**Compensation:** \$18-22 per hour, depending on qualifications