



## **Quinn Center Summer Enrichment Program** **Summer Grade School 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 Grade School Program Co-Manager**

#### **Time Commitment:**

- **Program prep: May 3 - July 1 (Various Hours)**
- **Summer Program: July 5-29, Mondays-Thursdays**
  - Program Hours: 8:30am - 3:00pm

#### **Roles and Responsibilities**

- Responsible for all activities related to registering students, designating classroom assignments and ordering/compiling materials for each enrolled student
- Responsible for scheduling student activities during program hours,
- Works with Program Director to ensure that the parent and student handbook procedures are being followed and enforce program rules and regulations
- Model standards for conduct pertaining to participants and staff
- Purchase (or request purchase of) any additional supplies needed
- Ensure completion of basic maintenance needs: trash removal, cleaning, supply replenishment
- 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 and demonstrates high degree of flexibility and creativity
- *Associates degree or some college preferred*

#### **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