



QUINN CENTER
OF SAINT EULALIA

Mission

To strengthen a diverse Proviso Township community through collaborative initiatives that promote health, resilience, education and human connection for all generations.

JOB DESCRIPTION

POSITION: SUMMER ENRICHMENT PROGRAM CLASSROOM INSTRUCTOR

FLSA: Temporary/Seasonal Position

Reports to: Assistant Program Director

Posted: April 2024

About the Quinn Center of St. Eulalia: The Quinn Center is a beacon of hope in Proviso Township providing quality programming for youth, teenagers, families, and seniors. Flagship programs include a weekly community soup kitchen, a summer program for youth and teens, an after-school tutoring and enrichment program, as well as senior and caregiver groups. The Quinn Center also hosts a Thanksgiving food box distribution for about 800 families and an annual Christmas event. These programs and events are offered through the hard work of a small, dedicated team of staff as well as an extensive network of volunteers, interns, and community partners.

About the Summer Enrichment Program: The Quinn Center Summer Enrichment Program is a **4-week program for students in grades 1-8**. Additionally, the program serves a critical role in stimulating the local economy through the employment of high-school teens in grades 9-12 as camp counselors, as well as teachers and local organizations. Activities include a variety of enrichment experiences from science and math to fine arts and fitness.

Time commitment: Part-time or Full-time opportunities available

- **Teacher Orientation/Training: Wednesday, June 25 from 10:00am-2:00pm**
- **Summer Program: June 30-July 24, Mondays-Thursdays, 8:30am-3:00pm**
 - Full-time: 8:00am-3:30pm
 - Part-time: *Shifts vary, Please reach out if looking for a part time position*
- **Summer Celebration: Friday, July 25, 5:30-7:30pm**

Roles and Responsibilities

- Develops and implements lessons focused on designated subject matter (math, science, fine arts, physical education, etc) for students entering grades 1-8 in Fall 2025.
- Promotes a safe and productive learning environment throughout the duration of the summer program.
- Prepares appropriate classroom materials, evaluates student progress, and provides feedback to directors regarding student, teacher or classroom needs. 2
- Will attend teacher orientation, required training, paperwork and background checks (as required by the Archdiocese of Chicago) prior to the start of the program

Required skills

- Physical ability to stand for long periods of time and easily able to carry out physical activities
- Comfortable working with people of all ages, abilities and from diverse backgrounds
- Possesses computers/basic technology, good listening skills, flexibility and creativity
- At least 21 years old or older

Compensation: One-time stipend payment at conclusion of program (no earlier than July 25)

- Full-time: Up to \$2,250
- Part-time: up to \$1,125