



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: TEEN CAMP COUNSELOR

Reports to: Program Director

FLSA: Seasonal, Non-exempt, Part-time/Full-time

Posted: April 2025

Updated: April 2025

**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. Programs include hunger outreach activities (indoor/outdoor food outreach, Thanksgiving food box distribution), youth afterschool and summer programs, as well as senior and caregiver activities. 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.

**Position Summary:** The ideal candidate will serve in a supportive and dynamic role under the Program Director, and at times, the Assistant Program Director. Teen Camp Counselors will be responsible for various activities including but not limited to assisting students in the classroom, transitioning between classes, during mealtimes, as well as various supportive activities necessary for successful operation of the summer program. This individual must possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

#### Roles and Responsibilities

- Demonstrates workplace professionalism (such as: verbal/written communication and workplace attire)
- Actively works with classroom instructors to carry out planned activities
- Escorts program participants to appropriate staff to address student behavior concerns in the classroom
- Leads program participants between classrooms/activities in an organized and calm manner
- Assists program participants during mealtimes and provides support to adult cafeteria staff as needed
- Serves as a role model in meeting expectations and complying with all policies of the Quinn Center
- Exhibits a flexible and agreeable attitude when completing all other duties as assigned by Quinn Center staff, especially the Program Director (direct supervisor)

#### Required skills and traits

- PUNCTUAL (on-time for shift start; does not leave earlier than shift end; carries out duties promptly)
- Comfortable working with people of all ages and from diverse backgrounds
- Good listening skills, flexible and enthusiastic
- Good relationship building skills

#### Time Commitment:

**Orientation:** June 23 to 26 from 10:00am to 2:00pm (lunch provided)

**Program:** June 30 to July 24, Monday-Thursday, from 8:00am to 3:30pm (breakfast, lunch & snack provided)

**Development Nights:** Wednesdays: July 2, 9, 16 and 23 from 3:30pm to 5:00pm

**End of Summer Celebration:** Friday, July 25 from 3:30pm to 8:00pm

#### Location:

- In-person, on-site at the Quinn Center facility in Maywood (no remote work)

#### Compensation:

- **Stipends based on the role ASSIGNED (full-time UP TO \$700)**
- **Issued by check no earlier than Friday, July 25 at 8:00pm**
  - Federal W-9 form must be completed and submitted by **June 24**
  - Stipend deductions will be enforced as a result of tardiness, misconduct and/or failure to exhibit Quinn Center core values