



**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: Program Coordinator

Reports to: Assistant Program Director

FLSA: Part-time, Non-exempt

Posted: n/a

Updated: February 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.

Position Summary: The position of Program Coordinator is vital to the success of the Quinn Center programs. The ideal candidate will serve in a supportive and dynamic role alongside other Program Coordinators and the Assistant Program Director. This individual is responsible for helping to oversee the successful completion of activities and events for all Quinn Center programming, including summer, youth, hunger and seniors. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

Roles and Responsibilities

- Must be physically present in the building, overseeing all programming as assigned, ensuring safety and compliance guidelines are being met, and participants are actively participating in program activities (including weekends & summer).
- Conducts programming preparation duties, such as setting up signage, opening facility entrances and breaking down post-event equipment and materials.
- Supports the Assistant Program Director in meeting program goals for year-round and summer programming, as outlined by the Program Director
- Ensures that programming takes place in a safe, fun, and positive environment, including actively participating in the program or activity.
- Assists the Assistant Program Director in gathering information and data to provide quarterly reports to the Program Director.
- Other duties as assigned by the Assistant Program Director and/or Program Director

Required skills and traits

- Comfortable working with people of all ages/abilities from diverse backgrounds
- Ability to maintain and organize accurate records, pay attention to detail, and keep confidentiality
- Good listening skills with a desire to learn from others' experiences and resolve conflicts fairly
- Proven record of proactive problem solving and ability to complete delegated duties to ensure successful operations
- Experience with Google Suite email and document management and Microsoft Word Skills
- Duties will regularly require standing for more than 50% of the work day
- High degree of flexibility, creativity, and time management
- Bi-lingual in English and Spanish, *preferred*



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JOB DESCRIPTION

Continued

POSITION: PROGRAM COORDINATOR

Required training and background checks (will be included in site training)

- All Archdiocese of Chicago employment requirements including, but not limited to: Virtus Training, Criminal Background Check, Child Abuse and Neglect Background check, Mandated Reporter Training must be completed within first month of employment

Time Commitment:

- Monday, 4-8pm, weekly; option for flexibility after 6 months
- Tuesday – Thursday from 4-8pm (**mandatory**), weekly
- Friday & weekend hours as needed/required
- Additional preparation time as needed/required to ensure program success
- Total of up to 25 hours per week
- This is a part-time, non-exempt, benefits ineligible position

Location:

- On-site at the Quinn Center facility in Maywood

Compensation:

- \$15-17 per hour, based on experience

Equal Opportunity Statement:

The Quinn Center of St. Eulalia prohibits discrimination based upon race, color, sex, gender, sexual orientation, age, marital status, religion, creed, national origin, veteran status or physical or mental disability, or any other legally protected status. These prohibitions are required by federal and/or state law and this reaffirmation is not intended to create any contractual rights or remedies or alter the administrative requirements or limitation periods of the state or federal laws.

As a ministry of Sacred Heart and St. Eulalia, the Quinn Center of St. Eulalia is a faith-based organization. However, individuals of all or no faith backgrounds are welcome and encouraged to participate at the level with which they feel comfortable.

In keeping with our commitment to Equal Employment Opportunity, the Quinn Center of St. Eulalia will make every effort to provide all with an environment that is free from harassment. All complaints of harassment will be promptly and thoroughly investigated. Employees who engage in harassment as defined above may be subject to disciplinary action, up to and including termination.

Interested applicants can send their cover letter and resume to office@quinncenter.org