



QUINN CENTER  
OF SAINT EULALIA

## **Quinn Center Summer Enrichment Program** **Summer Camp Counselor Administrative Assistant**

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

The Quinn Center of St. Eulalia (Quinn Center) is a ministry of St. Eulalia Catholic Church (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. This 4-week, full-day, low-cost program serves approximately 150 students in grades 1-8 and provides a variety of enrichment experiences from science and math to Peruvian dance and 21st Century technological skills. The camp also serves a critical role in stimulating the local economy through employment. High-school teens are hired to support the summer camp operation as camp counselors. The programs also hires more than a dozen teachers and local organizations to provide the enrichment classes as part of the summer program. Parents consistently highlight the Summer Program's role in providing structure and support to their families and to the Proviso community.

**Time Commitment:** Program runs **Monday-Thursday** from **July 1- July 25**

- Part-time Shift 1: 8am-11:45am
- Part-time Shift 2: 11:45am-3:30pm

**Position: Summer Camp Counselor Administrative Assistant**

### **Roles and Responsibilities**

- Assist the Summer Front Desk Administrative Assistant, Summer Program Director and Assistant Director with day-to-day responsibilities
- Review and file paperwork, fill in classroom teacher positions (as needed), contact families of the necessary information, creating and distributing flyers/important information, answer phones during summer camp hours
- Exhibits workplace professionalism, including verbal communication and attire
- Other duties as assigned by Summer Program Director/Assistant Director, Camp Counselor Coordinator/Assistant or Quinn Center Executive Director

### **Required skills**

- Computer literacy
- Comfortable working with people of all ages and from diverse backgrounds
- Ability to organize and keep confidentiality
- Good listening skills
- Good relationship building skills
- Flexibility and creativity
- Punctual
- Ability to speak and write in Spanish is a plus

### **Application and Screening Process**

- Written application/ Resume
- Personal interview

**Stipend: \$300**