



QUINN CENTER
OF SAINT EULALIA

Quinn Center Summer Enrichment Program **Summer Front Desk 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.

Position: Front Desk Administrative Assistant

Time commitment options: Program runs **Monday-Thursday** from **July 1- July 25**.

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

Roles and Responsibilities

- Responsible for clerical and administrative support for summer program
- Serve as point of reference for all queries, requests or issues arising from individuals entering the building and will redirect them when necessary
- Monitor who enters and exits the building through the use of a sign-in and sign-out process
- Other duties as assigned by Summer Program Director/Assistant Director or Quinn Center Executive 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
- Flexibility and creativity

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: \$12 per hour