



Philip J. Rock Center & School
Together for Independence

818 DuPage Boulevard
Glen Ellyn, IL 60137
(630) 790-2474
www.philiprockcenter.org

Job Title: Part-Time Weekend Supervisor: \$30/hour

Location: Philip J. Rock Center and School – Glen Ellyn, IL

Schedule: Weekends (Saturday & Sunday)

Reports To: Executive Director

About Us

The Philip J. Rock Center and School is a unique residential and educational facility serving students who have multiple needs and are blind or visually impaired, deaf or hard of hearing or deafblind. We are committed to providing a safe, supportive, and enriching environment where every student can thrive. Our team is passionate, collaborative, and dedicated to making a meaningful difference in the lives of our students.

Position Summary

We are seeking a compassionate, dependable, and proactive **Weekend Supervisor** to oversee residential operations during weekend hours. This is a rewarding opportunity for someone who enjoys working in a team-oriented environment and is passionate about supporting students with diverse needs.

Key Responsibilities

- Supervise and support residential staff during weekend shifts to ensure a safe and nurturing environment.
- Monitor student well-being and ensure that care plans and routines are followed.
- Communicate effectively with staff, students, and families as needed.
- Respond to emergencies and incidents in accordance with established protocols.
- Maintain accurate documentation and shift reports.
- Foster a positive, respectful, and inclusive atmosphere for students and staff.

Qualifications

- High school diploma or equivalent required; associate or bachelor's degree in education, social work, or a related field preferred.
- Experience working with individuals with disabilities, especially in a residential or educational setting, is highly valued.
- Strong leadership, communication, and problem-solving skills.
- Ability to remain calm and supportive in high-pressure situations.
- Must be able to pass a background check and meet all state and organizational requirements.

Why Join Us?

- Make a meaningful impact every weekend.
- Work with a dedicated and supportive team.
- Enjoy a positive and inclusive workplace culture.

