Job Code: 54CU
Organization: Cutting Edge Hair Gallery
Job Title: Head maintenance and Assistant
Location: 1706 Dodge Ave
Age Eligibility: 14
Start Date: 6/9/2020          End Date: 8/15/2020
Pay Rate: Minimum wage
Type of Employment: Full-Time (37.5 hours per week)
Hours per Week: < 10
Description of Duties: Clean and mop the salon wash windows and general maintenance work.
Tools/Materials Used in Job Duties: Broom mop rags
Desired Skills/Abilities: Self started, hard worker must live in the fifth (5th) ward, decent attendance in school and good grades
Job Code: 60CU

Organization:  Curt's Cafe

Job Title:  Cafe Staff in front of house and in the kitchen

Location:  2922 Central Street

Age Eligibility:  14

Start Date:  6/8/2020            End Date:  8/14/2020

Pay Rate:  6.25 an hour via tax free stipend

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Customer service and customer interaction. Kitchen duties (line prep, grill work) Training provided.

Tools/Materials Used in Job Duties:  None

Desired Skills/Abilities:  Initiative, strong customer service, safety, any restaurant experience.
Job Code: 67JE

Organization: Jennifer’s Edibles

Job Title: Cashier, dishwasher, prep cook

Location: 1623 Simpson

Age Eligibility: 14

Start Date: 6/8/2020           End Date: 8/14/2020

Pay Rate: 10

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Take phone and walk in orders, prep work, dishes, stock,

Tools/Materials Used in Job Duties: Slip resistant shoes, food handlers certification

Desired Skills/Abilities: Customer service, read and write English,, ability to follow directions and stay in task.
Job Code: 74GR

Organization: Great Harvest Bread Company

Job Title: Customer Service Associate

Location: 2126 Central Street, Evanston, IL 60201

Age Eligibility: 14

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 10

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: In this role you will do almost everything that happens in this long-standing community-based bakery except actually bake the bread! Duties include any or all of the following: greeting customers, answering questions about the products, answering the phone, performing cash and credit card transactions at the register, making sandwiches for in-store customers, Grub Hub orders or other customer orders, keeping product areas populated with freshly baked goods, bagging bread and other products, washing pans and other baking materials, wiping down counters and mopping floor at the close of business day, occasional errands to the bank or FedEx (within walking distance).

Tools/Materials Used in Job Duties: Bread slicer, panini grill, bread knives, spatulas, computer-based cash register.

Desired Skills/Abilities: Great Harvest Bread - a slice of bread and a slice of life...Great customer service skills, thinking on your feet, using your creativity to help customers, be willing to work hard and have fun are all keys to your success! The atmosphere is upbeat and friendly and you will learn a lot of skills that will transfer to about anything else you do with your life.
Job Code: 79FA

Organization:  Family Focus Evanston

Job Title:  Custodian

Location:  2010 Dewey Ave., Evanston, IL

Age Eligibility:  14

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  8.5

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Candidates will assist custodial staff in maintaining interior and exterior of the building. Will include cleaning bathrooms, classrooms, hallways, and other areas of the building. Expected to collect and empty garbage in all areas of the building. Workers will also set-up for meetings activities happening inside and out. May include small painting jobs and minimal yard maintenance.

Tools/Materials Used in Job Duties:  Typical cleaning tools such as maps, brooms, gloves, enclosed shoes (no sandals).

Desired Skills/Abilities:  Punctual, friendly and understand being part of a team. Respectful of adult supervision.
Job Code: 80HA

Organization: Hair Science

Job Title: Receptionist and Assistant

Location: 707 Howard st.

Age Eligibility: 14

Start Date: 6/8/2020       End Date: 8/14/2020

Pay Rate: 9

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Maintenance cleaning, sweeping, and laundry, greeting visitors, reception and scheduling.

Tools/Materials Used in Job Duties: Phone, basic office supplies, scheduling app, washer and dryer

Desired Skills/Abilities: Strong Customer service, Communication/people skills self starter/motivated and thorough. Must be punctual.
Job Code: 81FA

Organization: Family Focus Evanston

Job Title: Office Assistant

Location: 2010 Dewey Ave

Age Eligibility: 14

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Candidates will assist office manager by answering phones, taking messages, filing, greeting guests, sorting mail. In addition, student will learn how to accommodate fax, scanning and copying requests from staff and public. Create flyers and signs when needed.

Tools/Materials Used in Job Duties: Telephone, computer, copier/fax/scanner.

Desired Skills/Abilities: Excellent customer service skills on the phone and in person. Self starter willing to pitch in where needed. Problem solver who can quickly assess where to transfer calls and direct visitors.
**Job Code:** 14PA

**Organization:** City of Evanston - Parks, Recreation, and Community Service

**Job Title:** Camp Counselor I

**Location:** Robert Crown Center (1701 Main St)

**Age Eligibility:** 15

**Start Date:** 5/20/2020  
**End Date:** 7/31/2020

**Pay Rate:** City Rate

**Type of Employment:** Part-Time, Full-Time (37.5 hours per week)

**Hours per Week:** < 10, 10-15, 15-20, 20-30, 30-37.5

**Description of Duties:** SUMMARY

Under the direction of the Program Coordinator and/or designee, Camp Counselors are responsible for conducting recreational activities. Counselors are to prepare recreational facilities for participant use; and monitor recreational activities to ensure that activities are safe and appropriate. Counselors are responsible for the development and coordination of assigned youth or teen day camps and facility supervision. As a member of the Crown Summer Staff, you are expected to work in cooperation with ALL camp and building staff.

**KEY DUTIES AND RESPONSIBILITIES**

**PRE-CAMP**

- Complete all paperwork by deadline provided
- Complete all appropriate training
- Read and follow updated policies and procedures
- Communicate any concerns or issues directly to the Camp Director
- Get to know and work cooperatively with camp and building staff

**ESSENTIAL FUNCTIONS**

- Follow Camp Handbook guidelines
- Group supervision of campers with attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development
• Lead indoor and outdoor recreational activities
• Assist participants in a variety of recreational programs including arts and crafts, field trips, games and sports
• Provide supervision to participants enrolled in programs
• Plan and provide instruction of a variety of recreational activities that are age-appropriate activities suitable to individual group interests, needs and capabilities
• Promote camper participation in ALL activities
• Set a good example in ALL you do at camp
• Assist in maintaining a variety of records
• Responsible to be aware of your campers medical needs
• Responsible for maintaining a positive attitude and refraining from behavior that is detrimental to the staff team and staff morale
• Work with the camp counselors and directors to iron out issues with facilities, programs and campers
• Provide public relations/ customer service to parents/guardians to ensure a positive impression of our camps
• Report to Assistant Directors any accidents, incidents or injuries immediately
• Responsible for reporting your own health concerns - ill/exhaustion to your specific Director
• Under the guidance of your Assistant Director enforcement of policies and rules
• Maintain, inventory and care for equipment and supplies (If you use it – put it back, if it’s broken or unsafe – report it to the directors)
• Possess good judgment and willingness to accept responsibilities
• Perform other related work as assigned by Coordinator or Director

MARGINAL FUNCTIONS
Knowledge of basic computer programs, including Word, Excel and Internet.

MINIMUM REQUIREMENTS/QUALIFICATIONS
• Minimum age of 15 yrs. Old
• Completion of 10th grade by the start of camp
• Strong interest, maturity and judgment in working with children in an outdoor setting
• Knowledge and experience in camp related activities preferred
• Possess the ability to work as a team member with other counselors and senior staff members
• Responsible, friendly, enthusiastic, patient and willing to learn

PHYSICAL REQUIREMENTS OF WORK

Ability to work primarily indoors and is occasionally subject to outdoor environmental conditions – no effective protection from the weather conditions or temperature changes. The employee performs tasks outdoors related to recreational programs, weather can be hot in the summer, etc., while in the fall and spring can be cool/cold.

Employee should have the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly, in addition to the ability to lift, carry, push, pull, or otherwise move objects, including the human body.

Have the ability to lift, reach handle, finger, kneel, bend, stand for long periods of time, talk, hear, feel, smell, climb, maintain balance, stoop, crouch, crawl, and see the nature of the object by the eye.

There are no environmental hazards associated with this classification.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person’s race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).

Tools/Materials Used in Job Duties: Basic science and art craft materials, basic office supplies, basic first-aid and computers

Desired Skills/Abilities: We are looking for energetic and active team players, that have strong communication and customer service skills, pay attention to detail and have the ability to lead and follow instructions safely.
Job Code: 43PU

Organization: City of Evanston - Public Works

Job Title: Community Service Team Member

Location: Service Center (2020 Asbury Ave)

Age Eligibility: 15

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $10

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Painting, Mulching, Trash collection, Cleaning. General Maintenance


Desired Skills/Abilities: Team players, self starters, strong work ethic. Early morning person.
Job Code: 53MC

Organization: McGaw YMCA Evanston

Job Title: Lifeguard

Location: 1000 Grove St

Age Eligibility: 15

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: $11

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: American Red Cross certified lifeguards; patron safety, responding to emergencies, superior surveillance, strengthen our community

Tools/Materials Used in Job Duties: Shirt and whistle provided, lifeguard must black shorts and swimsuit

Desired Skills/Abilities: Lifeguard certified or interest in seeking certification
Job Code: 47TE

Organization: T.E & Company Children's Theater/Performing Arts/Television

Job Title: Counselor in Training

Location: 1634 W. Chase Ave, Chicago, Il. 60626

Age Eligibility: 14, 15, 16

Start Date: 6/15/2020

End Date: 8/28/2020

Pay Rate: $8.25

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 20-30, 30-37.5

Description of Duties: Assist Counselor with daily routine, utilizing program policies and procedures.

This includes supervision/engage with children on site and in the community, activities.

Participates in service training/meeting, make sure room is clear/everything is ready for the next day, after student leaves for the day. Perform in final show

Tools/Materials Used in Job Duties: Use scissors, some knowledge of computers,

Desired Skills/Abilities: Must be able to actively engage with children in play activities and be able to participate in active play, Drama, arts/Crafts
Job Code: 56TE


Job Title:  camp counselor

Location:  1932 Dewey Ave, Evanston Il. 60201

Age Eligibility:  14, 15, 16

Start Date:  6/11/2020  End Date:  8/28/2020

Pay Rate:  30

Type of Employment:  Part-Time, Full-Time (37.5 hours per week)

Hours per Week:  15-20, 20-30, 30-37.5

Description of Duties:  Plans and implements the daily routine, utilizing program policies and procedures. This includes supervision of children on site and in the community, activities and addressing all physical, medical and emotional needs of children throughout the entire program. Provides appropriate boundaries, follows unite and program rules, and provide discipline in accordance with discipline and behavior management guidelines of the program. Assist children with projects. Accepts Director/Team decisions regarding direction, Participates in service training/meeting, Make sure all rooms is clear after student leaves for the days. Expected to remain past their scheduled shift in times of emergency.Must perform in final show

Tools/Materials Used in Job Duties:  Scissors, basic camera skills (television) some sewing, Assist/ learn how to create, write and produce television shows, drawing

Desired Skills/Abilities:  Must be able to actively engage children in play activities, participate in Drama, arts/Crafts,

Some Acting , Want to learn, Must love all kinds of children, create/participate in Children's Television shows, dance.
Job Code: 4EV

Organization:  City of Evanston - Evanston Public Library

Job Title:  Summer Program Assistant

Location:  Main Library-Early Learning and Literacy

Age Eligibility:  14, 15, 16, 17

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  City Rate

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Registering and checking in of participants of the Summer Reading Program, assisting in other special events (e.g. storytimes, crafts, STEM activities), craft preparation.

Tools/Materials Used in Job Duties: Computers, tablets, scissors, Ellison Die cutter, photocopier, printer

Desired Skills/Abilities: Strong customer service and communication skills, enjoys working with and talking to children and their families and care givers. Experience with Google Suite and facility for learning other programs early is a plus. Spanish or Mandarin language is also a plus.
Job Code: 17PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Lakefront Cleaning Crew

Location: Evanston Parks & Lakefront

Age Eligibility: 14, 15, 16, 17

Start Date: 6/8/2020
End Date: 8/14/2020

Pay Rate: $8.50/hr.

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Responsible for cleaning lakefront areas and parks, assisting with moving equipment for events,

Tools/Materials Used in Job Duties: Steel-toed boots

Desired Skills/Abilities: Self-starter, Ability to take direction, Ability to work as part of a team
Job Code: 25PA

Organization:  City of Evanston - Parks, Recreation, and Community Service

Job Title:  Park Assistant

Location:  Fleetwood - Jourdain Community Center (1655 Foster St)

Age Eligibility:  14, 15, 16, 17

Start Date:  6/8/2020     End Date:  8/14/2020

Pay Rate:  8.5

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties:  Keeping the park grounds clean during summer camp and food program

Tools/Materials Used in Job Duties:  Enclosed Shoes

Desired Skills/Abilities:  Self Starter, Ability to stand outside for extended periods of time, Ability to lift 40-50 pounds
Job Code: 3CM

Organization: City of Evanston - CMO

Job Title: Sustainability Projects Assistant

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: The Sustainability Office Assistant will support projects that promote energy efficiency, recycling, composting, waste reduction, climate action and other topics that support the work of Evanston’s Sustainability Office. The position works out of the Evanston Civic Center and is primarily an office job. Some projects will require work assignments at other community centers, with business partners and at community festivals.

Tools/Materials Used in Job Duties: Computer skills, including word processing, web search engines and social media are required. Access to a desktop computer will be provided.

Desired Skills/Abilities: Applicants must have an interest in improving the quality of life in Evanston. A specific interest in the environment is desired. Ability to work independently and in an office setting is required. Ability to work in a team setting, share ideas and complete collaborative projects is desired. This position will work closely with Evanston’s Sustainability Office summer interns, which include college students and recent graduates.
Job Code: 5EV

Organization: City of Evanston - Evanston Public Library

Job Title: Circulation Services Assistant

Location: Evanston Public Library (1703 Orrington Ave)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: $12.00

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Checking in materials; sorting, shelving; delivering; locating items; other tasks as assigned

Tools/Materials Used in Job Duties: Computers; iPads; printers; copiers; general office supplies; book carts; book bins; books; DVDs; CDs; book bags

 Desired Skills/Abilities: Self starter; strong customer service and communication skills required. Multi-tasking ability. Excellent oral and written communication; Must enjoy detailed and repetitive work; Ability to work independently and as a member of a team; Must be timely and reliable.
Job Code: 28PA

Organization:  City of Evanston - Parks, Recreation, and Community Service

Job Title: Farmers' Market Assistant

Location: Farmers' Market

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 5/2/2020  End Date: 11/7/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: < 10

Description of Duties: Assist with set up of the market, mail delivery, Spud Club activities, assist with the LINK Program, COE tent and clean up at the end of the day.

Tools/Materials Used in Job Duties: brooms, wheeled carts, craft supplies, tables, chairs and signage

Desired Skills/Abilities: True desire to be in a farmers’ market environment, working with the general public and children, assisting with the vendors as needed.
Job Code: 31PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Custodian

Location: Gibbs-Morrison Cultural Center (1823 Church St)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.25

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: General of exterior and interior of the facility cleaning, mopping, sweeping, cleaning bathrooms, cleaning windows, trash removal, setup and break down of events

Tools/Materials Used in Job Duties: Facility provides all tools

Desired Skills/Abilities: Self starter, follow directions, does not mind cleaning, hard worker, honest and reliable
Job Code: 39PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Facility Maintenance/Custodian

Location: Noyes Cultural Arts Center (927 Noyes St)

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: base

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Duties include picking up rubbish, sweeping, vacuuming and mopping floors, cleaning and restocking bathrooms, cleaning windows and executing minor repairs and maintenance work.

Tools/Materials Used in Job Duties: Cleaning and dusting, tools include a mop and bucket, broom, scrub brushes, sponges, cleaning chemicals, a dustpan, minor hand tools like hammer, screwdriver, power washers, buffers and dusting cloths

Desired Skills/Abilities: Technical abilities

- Detail oriented
- Problem-solving ability
- Organizational skills
- Physical ability
- Able to work quickly under pressure
- Versatility
Job Code: 49EV

Organization: Evanston township High School

Job Title: Assistant Grower

Location: 1600 Dodge Av

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: Minimum wage

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: The Assistant Grower will help to take care of the ETHS 8,000 square foot organic vegetable gardens the “Edible Acre.” The Edible Acre produces vegetables for the ETHS summer school cafeteria, CSA program and the community. The Assistant grower will focus on all the tasks associated with managing an organic vegetable garden (planting, seeding, watering, weeding, harvesting, washing and delivering vegetables to school cafeteria.

Tools/Materials Used in Job Duties: Shovels, water hoses, rakes, broad fork, stir up hoe, harvest knife, wheel barrel and pruners

Desired Skills/Abilities: • Ability to work hard
  • Attention to detail
  • Ability to work outside in the summer weather
  • Ability to do physical labor.
Job Code: 55KI

Organization: Kingsway Preparatory School

Job Title: Supervisor

Location: 2010 Dewey Av

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020       End Date: 7/17/2020

Pay Rate: 8.5

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Camp counselors will be responsible for managing students ages 3-12 in activities that include but are not limited to: Regular outings/Field Trips, Moderate physical activity, Daily lunch service, General classroom management, Light cleaning.

In addition to consistently fostering positive behavioral development among the children, you will be responsible for: Ensuring the safety and well-being of the group; Acting as a chaperone during regular outings; Overseeing daily physical activities, including visits to the park and the beach; Leading and participating in group activities, such as field games and sing-alongs; Supervising the after-care program; Other duties as needed.

Tools/Materials Used in Job Duties: Outdoor shoes, recreational clothing, swimwear.

Desired Skills/Abilities: Seeking mature, responsible individuals who have an upbeat, pleasant demeanor. A great deal of patience and optimism is also necessary. Successful candidates must be punctual and have experience/enjoy working with children.
Job Code: 58RI

Organization: Ridgeville Park District

Job Title: Grow & Serve Youth Leader

Location: 908 Seward St, Evanston, IL 60202

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020   End Date: 8/14/2020

Pay Rate: $8.50 to $8.75 per hr (City's Pay Rate)

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: • Plant, weed, water, & harvest vegetables & fruit!
  • Serve your friends & neighbors: Donate fresh produce to local food pantries.
  • Collaborate with Elks Park Community Gardeners; collect & donate their extra produce.
  • Install beautiful pollinator/wildflower gardens, & help educate the community about their value.
  • Learn employment skills that will serve you for the rest of your life, including team leadership, community organizing, & on-the-job creative problem-solving.
  • Receive mentoring to identify & develop 3 professional skills that YOU believe are most important to achieving YOUR life goals.
  • Learn about the role urban agriculture & our food system play in addressing climate change, & take concrete action for our planet.

Tools/Materials Used in Job Duties: • Gardening supplies (examples: plants, soil, compost, seeds, water, scissors/clippers).
  • Garden tools (shovels, rakes, pitchforks, etc).
  • Scale for weighing produce.
  • Papers/notebooks.
  • Clothing appropriate for safe urban agriculture. (Examples: water

Desired Skills/Abilities: We’d love to work with you if you:
• Are genuinely interested in improving your real-world employment skills, like time-management, clear communication, & teamwork. (Note that these are the skills that will help you land the job of your dreams in the future!)

• Are enthusiastic about putting thoughtful effort into growing your skills in 3 employment skill areas that you identify as important to YOU.

• Are interested in learning to grow food (including getting a bit muddy in the garden & learning to get along with the birds, bees, spiders, dirt, worms, sunshine, heat, etc).

• Are energetic, & able to work outside in the summer heat.

• Are able to carefully follow instructions & finish each task you start.

• Are willing to take initiative to solve problems. (This is a new program, so we welcome your creative problem solving skills & flexibility to the team!)

• Are hard-working.

• Will treat this like the real job it is by: showing up with a positive attitude every day (even on hard days), & remaining strongly committed to showing up every day and showing up on time throughout the summer.

• Are excited to serve the community by donating the food you help grow, & by helping make it easy for Elks Park Community gardeners to donate some of their produce as well.

Come grow with us!
Job Code: 62C&

Organization: C&W MARKET & ICE CREAM PARLOR

Job Title: RETAIL AND SALES ASSOCIATE

Location: 1901 CHURCH STREET, EVANSTON, IL 60201

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/28/2020

Pay Rate: 8.50 - 8.75

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 30-37.5

Description of Duties: Greet customers, offer assistance, check out customer on POS system, receive and process cash, checks and credit card payments, bag goods, serve and prepare deli and ice cream menu, restock inventory, maintain store appearance and cleanliness

Tools/Materials Used in Job Duties: POS and food handling certificate

Desired Skills/Abilities: Strong customer service and communication skills, attention to details, dependable, flexible
Job Code: 65DI

Organization: Digital Youth Network- Digital Divas at Northwestern

Job Title: STEAM Mentor

Location: 2120 Campus Drive

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 12.25

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 10-15, 15-20, 20-30, 30-37.5

Description of Duties: The Office of Community Education Partnerships is seeking youth to work with 4-8 grade students living in Evanston to explore STEM concepts (circuitry, robotics, coding, making, digital music, media arts, etc.) throughout creation of everyday objects for their Digital Diva Program. The Digital Divas program, focused on exposing girls to STEAM skills and professional career tracks, seeks to serve and employ under-represented populations.

Tools/Materials Used in Job Duties: We have all the tools needed for activities and field excursions including: circuitry, robotics, coding, making, digital music, media arts, basic office supplies.

Desired Skills/Abilities: Mentors must possess a passion for working with middle school youth and knowledge of (or willingness to learn) STEM concepts & tools; must be dependable, have strong time-management skills. Prior experience in mentoring black and brown youth is preferred. Mentors must commit for the entire summer with an opportunity to serve as a Diva mentor next academic year.
Job Code: 66PA

Organization:  PAD Lab at Northwestern University

Job Title:  Research Assistant

Location:  1801 Maple Ave, Evanston, IL 60201

Age Eligibility:  14, 15, 16, 17, 18

Start Date:  6/22/2020  End Date:  8/14/2020

Pay Rate:  Unpaid Internship

Type of Employment:  Part-Time

Hours per Week:  10-15

Description of Duties:  Basic data entry; recruitment; research methods.

Tools/Materials Used in Job Duties:  Microsoft Office, computers, Data analysis packages (e.g., SPSS).

Desired Skills/Abilities:  Basic computer skills (e.g., Microsoft Word and Excel), organization, conscientiousness, teamwork.
Job Code: 71SU

Organization: Summer Corps

Job Title: Site Coordinator

Location: 1114 Church St.

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  
End Date: 7/9/2020

Pay Rate: 12

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20

Description of Duties: Assist teachers in Dist.65 summer school program, assist camp program by providing additional child supervision, supervise field trips, run activities with students and assist with administrative work at JEH building.

Tools/Materials Used in Job Duties: Books, games centered around curriculum and sports equipment

Desired Skills/Abilities: You must like kids, Be a Good Role Model, Leadership, Have Patience, Communication Skills, Problem Solving, Stamina, Be Fair, Lead young children's activities, tell stories, teach songs and prepare craft materials. Experience with Word and Excel preferred, Maintaining confidentiality is mandatory in this role, will train..
Job Code: 72TH

Organization: The Golf Practice

Job Title: Summer Camp Counselor

Location: 1030 Central Street

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 10

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Camp counselors will be assigned to a group of 4 students and accompany them to each golf station where senior coaches will deliver the instruction. Counselors will be expected to reinforce the instruction given and keep all campers safe.

Tools/Materials Used in Job Duties: None

 Desired Skills/Abilities: Successful Camp Counselors will be a love for kids and a strong desire to connect with them. Counselors will be expected to develop relationships with students in their group throughout the five days of camp. Other important skills and attributes are a love for the outdoors, love of golf, love of sports, strong organizational skills and being a good listener.
Job Code: 75EV

Organization: Evanston Township High School

Job Title: Director of Operations

Location: 1600 Dodge Ave Evanston Il. 60201

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 30-37.5

Description of Duties: basic cleaning grounds clean-up locker cleaning classroom cleaning

Tools/Materials Used in Job Duties: brooms, mops, soap and water rags, small trash cans, shovels

Desired Skills/Abilities: ability to follow instructions
Job Code: 85NO

Organization:  Noir d’Ébène Noir d’Ébène Chocolat et Pâtisserie

Job Title:  Owner

Location:  2010 Dewey Ave., Evanston, Illinois 60201

Age Eligibility:  14, 15, 16, 17, 18

Start Date:  6/8/2020  End Date:  8/14/2020

Pay Rate:  Minimum wage

Type of Employment:  Full-Time (37.5 hours per week)

Hours per Week:  20-30

Description of Duties:  Greeting customers, kitchen production assistant - confections, chocolates, baked items, sandwiches, salads

Tools/Materials Used in Job Duties:  Xerox machine, kitchen knives and equipment, paper and plastic packaging

Desired Skills/Abilities:  Great comprehension of writing and reading skills, self starter, able to follow instructions, basic computer skills.
Job Code: 88EB

Organization: Ebony's Barbershop

Job Title: Shop Assistance

Location: 1702 Dodge Ave

Age Eligibility: 14, 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: 8.75

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Help keep up shop

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Communication skills, and down to Earth
Job Code: 11PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Counselor 1

Location: Noyes Cultural Arts Center (927 Noyes St), Camps are held at a District 65 school building

Age Eligibility: 15, 16, 17

Start Date: 6/8/2020
End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Care for a group of children at arts camp

Tools/Materials Used in Job Duties: scissors, hot glue guns, arts supplies

Desired Skills/Abilities: Arts experience in Music, dance, visual arts or theatre, experience babysitting.
Job Code: 26PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Camp Counselor I

Location: Fleetwood - Jourdain Community Center (1655 Foster St)

Age Eligibility: 15, 16, 17

Start Date: 6/8/2020  
End Date: 8/14/2020

Pay Rate: $8.50

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 30-37.5

Description of Duties: Ensuring the safety of campers at all times and provide a safe, fun and enjoyable camp experience. Counselors will set up, instruct and participate in recreational/educational activities and games. Respond to incidents and accidents and report to Camp Supervisor. Maintain supervision of campers while on the facility grounds, at the beach, local parks and on field trips. Properly resolve possible conflict among campers.

Tools/Materials Used in Job Duties: Comfortable clothing

- Gym shoes
- Backpack (to carry personal belongings)
- Water bottle
- Sunscreen (if needed)
- Staff shirt (worn daily)
- ID Badge (worn daily)

Desired Skills/Abilities: A love for children

- Leadership
- Accountability
- Customer service
- Communication skills
- Creativity
Patience

Positive attitude

Able to meet physical demands; running, jumping, strength, crouching, etc..

First Aid- CPR (not required but certified preferred)
Job Code: 61TE


Job Title:  custodian position

Location:  1932 Dewey Ave, Evanston, Il. 60201

Age Eligibility:  15, 16, 17

Start Date:  6/8/2020  End Date:  8/13/2020

Pay Rate:  8.25

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties: Cleaning and maintaining floors (sweeping, mopping, vacuuming, waxing, stripping, buffing and polishing)

Scrubbing and sanitizing restroom facilities.

Handling light facility repairs.

Keeping janitor room and closets clean and organized.

Tools/Materials Used in Job Duties:

Broom, Mop, Vacuum cleaner

Desired Skills/Abilities:  Need to be knowledgeable with routine cleaning procedures, event set up and be able to lift items, Cleaning and Maintenance, Time Management, Attention to Detail, Ability to Work Independently, Supply Management, Ability to Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Service, clean and supply restrooms, gather/empty trash and clean floors by sweeping, mopping, scrubbing and vacuuming.
Job Code: 12PA

Organization: City of Evanston - Parks, Recreation, and Community Service

Job Title: Summer Camp Counselor I

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2020 End Date: 8/7/2020

Pay Rate: 8.5

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20

Description of Duties: Camp Counselor I staff is responsible for the supervision and safety of children of various ages (based on the camp). Responsible for assisting and participating in the daily instruction, planning and participating in the basic instruction of camp games, sports games, art activities, and more for campers. Individual must be available from June 8 through August 7, 2020. Hours for the position are morning or afternoon, they do vary by camp.

Tools/Materials Used in Job Duties: Machines, Tools, equipment, and work aids which may be representative, but not all-inclusive, of those commonly associated with this type of work:

- pen, pencil, ruler, blueprints, charts, contracts, diagrams, directives, documents, forms, manuals, publicat

Desired Skills/Abilities: 1. Minimum Reasoning ability usually associated with this classification:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Language ability usually associated with this classification:

Read: Ability to read staff manuals, memoranda, and attendance sheets.

Write: Ability to complete attendance sheets, accident reports, incident reports and camper behavior reports using prescribed format and conforming to all rules of punctuation, grammar, and style.
Speak: Ability to give verbal direction to subordinates, communicate effectively with co-workers, supervisors, citizens, and the public as well as other employers; speaking extemporaneously on a variety of subjects.

3. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the Reasoning, Math and Language abilities detailed above:

A. At least 1 summer experience working or volunteering in a camp setting

B. At least 6 months cumulative experience working with children ages 6-13
Job Code: 40PO

Organization: City of Evanston - Police

Job Title: Records Clerk

Location: Evanston Police 1454 Elmwood

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2020  End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Full-Time (37.5 hours per week)

Hours per Week: 20-30, 30-37.5

Description of Duties: Computer Work, Data Entry, Phones, Greeting Customers, Filing, Office Work

Tools/Materials Used in Job Duties: Computer, Telephone

Desired Skills/Abilities: Maintaining Confidentiality, Computer Skills, Customer Service
Job Code: 41PO

Organization: City of Evanston - Police

Job Title: Custodian

Location: Police Department 1454 Elmwood

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2020          End Date: 8/14/2020

Pay Rate: City Rate

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 15-20, 20-30, 30-37.5

Description of Duties: Cleaning, Painting, Yard Work, Landscaping, Small Building projects

Tools/Materials Used in Job Duties: Lawn Mower, Rack, Tools

Desired Skills/Abilities: Self Started and willing to work as a team or individual. Interested in learning maintenance
Job Code: 89IN

Organization: inFocus Payroll LLC

Job Title: Owner & Operator

Location: 900 Chicago Ave Ste 104

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2020       End Date: 8/14/2020

Pay Rate: 13

Type of Employment: Part-Time

Hours per Week: 10-15, 15-20, 20-30

Description of Duties: Data entry; basic word processing and spreadsheet projects. Assist with marketing and developing back-office workflow automation.

Tools/Materials Used in Job Duties: Computer

Job Code: 64AQ

Organization: Aquaguard Management

Job Title: Hiring manager

Location: 1034 Lunt Ave

Age Eligibility: 15, 16, 17, 18, 15+

Start Date: 5/23/2020       End Date: 9/7/2020

Pay Rate: 10.5

Type of Employment: Part-Time, Full-Time (37.5 hours per week)

Hours per Week: 10-15

Description of Duties: Enforce rules of facility, check pool passes, keep facility safe and clean, check pool chemicals, clean pool

Tools/Materials Used in Job Duties: Pool equipment, office supplies

Desired Skills/Abilities: Customer service, professional, self motivated, mature, prompt, reliable, communicative