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: 6EV

Organization: City of Evanston - Evanston Public Library

Job Title: STEM Camp Assistant

Location: Evanston Public Library, 1703 Orrington Ave.

Age Eligibility: 16, 17, 18

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

Pay Rate: City Rates

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: Camp Assistant will assist library staff with summer STEM and music camps for middle school students. Library staff will lead three different camps: LEGO Robotics, Engineering Camp, and Music Production. Camp Assistant will prepare materials and equipment, help students work through problems, troubleshoot issues, and serve as a mentor.

Tools/Materials Used in Job Duties: The Camp Assistant will use a variety of tools and resources throughout each of the camps. Experience with each tool/resource is not required. Tools and resources include but are not limited to: iPads, LEGO EV3 Robotic kits, Chromebooks, Circuit Playground Express (microcontroller), servo motors, cardboard cutters, hot glue, computer coding, garageband, and more.

Desired Skills/Abilities: This position requires a combination of technical skills and the ability to work with middle school students. Applicants should feel comfortable learning new technical resources and have the ability to work through troubleshooting issues. Applicants should also feel comfortable working in a sometimes loud and hectic environment. They should be able to interact, ask questions, joke around, and sometimes redirect behavior of middle school students. Experience is not required but the ability to learn new tools and skills is a must.
Job Code: 7EV

Organization:  City of Evanston - Evanston Public Library

Job Title:  Teen Engagement Assistant

Location:  Evanston Public Library (1703 Orrington Ave)

Age Eligibility:  16, 17, 18

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:  Engagement Assistant will assist library staff with summer outings and programming for middle school students. Library staff will be driving the Mobile Van throughout the community and to various events for programming. Engagement Assistants will help set up equipment, run activities and crafts and serve as a mentor. Assistant will also help the library’s bike camp maintenance workshops.

Tools/Materials Used in Job Duties:  The assistant should have experience with facilitating arts and crafts projects, board games, chromebooks and basic STEM programming. Majority of the Engagement Assistants time will be spent outdoors. Assistants will also use basic bike tools, bike maintenance stand, and bike pumps.

Desired Skills/Abilities:  This position requires a combination of creativity and the ability to work with middle school students. Applicants should feel comfortable communicating with others, leading games and crafts and being outside for long periods of time. Applicants should also feel comfortable with impromptu activities, programs and events. They should be able to interact, ask questions, joke around, and sometimes redirect behavior of middle school students. Experience is not required but the ability to learn new tools and skills is a must. Ability to ride a bike is a plus.
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: 27PA

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

Job Title: Inclusion Aide

Location: Chandler - Newberger Center (1028 Central St), Ecology Center (2024 McCormick

Age Eligibility: 18

Start Date: 5/17/2020
End Date: 8/21/2020

Pay Rate: 15

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 Summer Inclusion Aide will provide additional support to children with special needs at summer camp programs. Inclusion aides will provide supervision, mentoring and program adaptation to children ages 3-17 years old so that they can participate in the summer camp program with their peers.

Will assist with the organization, supervision and instruction of planned activities/classes. Inclusion Aide in conjunction with the Inclusion Coordinator and site supervisor is responsible for the safety and well being of assigned student/participant.

Will be assigned to children on a one to one basis or as an additional camp staff in a camp group to help support those campers that can use additional help navigating the camp program they have signed up for.

An Inclusion Aide should have a true desire to work and play with children with special needs at a summer camp setting.

Individuals interested in this position should be patient, playful, and enjoy being active outdoor

Tools/Materials Used in Job Duties: Adapted materials based on the child needs.

Desired Skills/Abilities: Be a positive role model.

Ability to work with a variety of special populations and age groups.

Actively and responsibly supervise the participant to whom you have been assigned at all times.

Implement recreational activities for individuals of all ages and abilities.

Must be able to work independently and in small groups.
Communicate effectively with parents, counselors, staff and other participants.

Enforce all rules in a clear and positive manner. Implement appropriate behavior modification techniques as needed.

Assists supervisor in carrying out activities/classes.

Assists participant with “activities of daily living” as needed.

Assists with set up and clean up of activities.

Complete and turn in all reports (incidents, etc) immediately to supervisor.

Attend mandatory staff meeting(s) and training(s).

Perform additional responsibilities as assigned by the Inclusion Coordinator and/or Site Supervisor.
Job Code: 46AC
Organization: Actors Gymnasium
Job Title: Summer Circus Camp Counselor
Location: 927 Noyes Street
Age Eligibility: 16, 17, 18
Start Date: 6/15/2020             End Date: 8/7/2020
Pay Rate: 13
Type of Employment: Full-Time (37.5 hours per week)
Hours per Week: 30-37.5

Description of Duties: Circus Camp Counselors help teach circus arts skills such as juggling, tightrope, tumbling and aerial arts. They develop leadership skills by being responsible for a group of 15 campers ranging in age from 9 – 15. Specific responsibilities include: 1) Managing their group by Welcoming and checking them in and out each day; Monitoring behavior; Supervising drop off and pick up; Reporting any attendance changes; Assisting with communications or any necessary accommodations. 2) Supporting program activities by Demonstrating/spotting where necessary; Assisting with space setup each day; Supervising field trips; Administering minor first aid (band aids, ice packs); administering program evaluations. 3) Production assistance during show week


Desired Skills/Abilities: Key skills are the knowledge of circus and aerial arts and good interpersonal skills. Also important is an appreciation for safety. Our counselors need to be cooperative team-builders who can facilitate our students' growth - physically and artistically. Counselors attend an all-day orientation that covers everything from logistical procedures to group management and individual communication techniques, and also receive certified FirstAid/CPR training. During the program, counselors work in pairs, and there is a close and direct relationship to camp directors. All-staff meetings occur periodically throughout the program, and there is a wrap-up meeting at the end.
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: 48BA

Organization:  Baker Demonstration

Job Title:  Baker Summer Discovery Camp Counselor

Location:  201 Sheridan Rd

Age Eligibility:  16, 17, 18

Start Date:  6/15/2020

End Date:  8/14/2020

Pay Rate:  $10-11

Type of Employment:  Part-Time

Hours per Week:  30-37.5

Description of Duties:  Baker Summer Discovery Camp Counselors are assigned to age based groups of campers and work in pairs to make sure our campers have the best possible summer experience. Counselors participate in activities including swimming, arts & crafts, and sports & games with their campers. They support instructors who lead Morning Discoveries like Polymer Party, Cajun Connection, or Board Game Bonanza.

Our Counselors key roles are:

- Helping campers develop a positive group dynamic and develop healthy relationships.

- Manage camper behavior, especially during transitions, lunch, and recess.

- Set an example for campers by enthusiastically participating in all camp activities.

Our camp season begins on June 12 and ends of August 7, and we offer additional employment opportunities through August 21. Counselors are in attendance from 8:00am to 3:30pm, Monday through Friday, with the option of working extended hours during morning and afternoon care. Counselors must be rising high school Juniors or higher and available for a minimum of 4 consecutive weeks with an 8 week commitment preferred. If you are interested in joining the Baker Summer Discovery Camp staff, please email summer@bakerdemschool.org

Tools/Materials Used in Job Duties:  Child-care skills, basic Google skills

Desired Skills/Abilities:  Camper/Parent Relations, communication with young and intermediate campers
Job Code: 51RI

Organization: Ridgeville Park District

Job Title: Summer Camp Counselor

Location: 908 Seward St.

Age Eligibility: 16, 17, 18

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

Pay Rate: $8.25-$9

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Keeping young children safe, communicating with parents and leadership, games, outdoor activities, team work, facilitating inclusivity and fun

Tools/Materials Used in Job Duties: outdoor clothing, tennis shoes

Desired Skills/Abilities: Looking for staff who are dependable, motivated, inclusive, warm, friendly, on time, and unique. We have all kinds of wonderful & unique kids who come to camp here, and we need all kinds of wonderful & unique counselors to represent them.
Childcare and Education, Summer Camp

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: 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: 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.
Childcare and Education, Summer Camp

Job Code: 68MC

Organization: McGaw YMCA Children's Center

Job Title: Day Camp Assistant Counselor

Location: 1420 Maple Ave.

Age Eligibility: 16, 17, 18

Start Date: 5/22/2020  End Date: 8/7/2020

Pay Rate: $9-$13 hourly

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: Day Camp Assistant Counselor is responsible for providing leadership, ensuring safety of all participants and direct supervision of a group of children in a seasonal day camp. This position is responsible for supporting the Lead Counselor in the implementation and facilitation of daily program activities. The Assistant Counselor has the ability to create positive and nurturing relationships with children all focused on YMCA core values: honesty, respect, responsibility, and caring.

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: - CPR, First Aid, and AED certifications from an approved organization required within 30 days of hire.

- Child Abuse Prevention training required within 30 days of hire.

- Previous experience working with children in a camp setting preferred.

- Willingness to participate in the following program areas: outdoor living, archery, songs/music, skits, sports, aquatics, swimming or recreational games.

- Ability to support the Lead Counselor in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts

- Must have strong leadership and diplomacy skills

- Group management, problem-solving and conflict resolution skills

- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults
- Must be capable of implementing the daily program related responsibilities of the program
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Must have flexibility and the ability to adapt to changing circumstances
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence
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: 76LI

Organization: Little Beans Cafe LLC

Job Title: Summer Camp Counselor

Location: 430 Asbury Ave

Age Eligibility: 16, 17, 18

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

Pay Rate: $12.00

Type of Employment: Part-Time

Hours per Week: 15-20, 20-30

Description of Duties: Assist lead counselors in daily and weekly camp activities such as interacting with children, coordinating planned events and activities, working scheduled events like Nerf Nights and Parent's Night Out, administering kid's lunch and snack time, assisting during hand washing and bathroom breaks, cleaning toys and playspaces and participating in planned events for summer camp.

Tools/Materials Used in Job Duties: tennis shoes, we provide t-shirts for counselors

Desired Skills/Abilities: strong customer service skills, upbeat personality, confidence working closely and interacting with children, high energy but focused on tasks, productive and willing to utilize down-time to complete other tasks and side work
Job Code: 78FA

Organization: Family Focus Evanston

Job Title: Camp Counselor

Location: 2010 Dewey Ave, Evanston, IL

Age Eligibility: 16

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

Pay Rate: 8.5

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

Hours per Week: 30-37.5

Description of Duties: Counselors will assist lead instructors in supervising activities for students ages 8 to 14. This includes leading academic (math, reading, writing) and enrichment (STEM, art, dance, theatre) activities. They will also be responsible for chaperoning students during lunch and field trips. Assist with the production of the end of summer showcase.

Tools/Materials Used in Job Duties: Computers, art and school supplies.

Desired Skills/Abilities: Candidates should be able to work independently and in a team setting. Counselors should be comfortable and love working with elementary and middle school students and working in a very diverse, multicultural environment. Workers should understand or be willing to learn positive reinforcement discipline. Should be punctual and stick to task.