Job Code: 1AD

Organization:  City of Evanston - Administrative Services

Job Title:  Facilities/Fleet Management Supervisor

Location:  Service Center (2020 Asbury Ave), Civic Center

Age Eligibility:  16, 17, 18

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

Pay Rate:  8

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

Hours per Week:  15-20, 30-37.5

Description of Duties:  Data Entry, basic janitorial, housekeeping, office, painting, outdoor work, room set ups, ability to self motivate a plus

Tools/Materials Used in Job Duties:  Brain, ability to self motivate, pain brush, broom, computer, scanner - steel toed boots required (supplied)

Desired Skills/Abilities:  motivated, self starter, computer literate, team player with ability to effectively work with or without supervision.
Job Code: 2AD

Organization:  City of Evanston - Administrative Services

Job Title:  I.T. Intern

Location:  Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility:  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:  Inventory, Computer Deployments, I.T. Projects.

Tools/Materials Used in Job Duties:  Screw Drivers and PC Toolkits

Desired Skills/Abilities:  Computer/I.T. Knowledge, Problem Solving, Patience, Soft People Skills
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: 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:** 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: 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: 8EV

Organization: City of Evanston - Evanston Public Library

Job Title: Library Maintenance Worker

Location: Main Library

Age Eligibility: 16

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: General building maintenance duties

Tools/Materials Used in Job Duties: All tools under will be used under library maintenance staff supervision.

Desired Skills/Abilities: Ability to work unassisted. It is critical to be at work and on time!
Job Code: 9FI

Organization: City of Evanston - Fire

Job Title: Clerk

Location: Fire Department (909 Lake St)

Age Eligibility: 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: 30-37.5

Description of Duties: Data Entry, Filing, Phones, Copying, Scanning, Misc Projects

Tools/Materials Used in Job Duties: Computer, Copier

Desired Skills/Abilities: Self starter, good communications skill, good computer skills, able to file.
Job Code: 10HE

Organization: City of Evanston - Health and Human Services

Job Title: Administrative/Customer Service Assistant for Health and Human Services

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 16

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:
- Provide excellent customer service by greeting each resident warmly
- Maintain confidentiality (as you may be familiar with a resident)
- Maintain a clean and safe workspace
- Perform clerical duties such as answering telephones, filing, faxing, typing, email, etc.
- Assist residents with inquiries about General Assistance (GA) and Emergency Assistance (EA)
- Assist residents with submission of General Assistance (GA) and Emergency Assistance (EA) applications
- Schedule monthly appointments with residents
- Confirm resident attendance at planned events
- Attend Health & Human Services scheduled meetings
- Prepare and submit accurate timesheets
- Other duties as assigned

Tools/Materials Used in Job Duties: Basic office supplies (computer, fax, email, telephone, etc)

Desired Skills/Abilities: Customer service (greet residents, etc), administrative duties (faxing, typing, email, etc)
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: 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, publications, reference books, schedules, and specifications.

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: 13PA

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

Job Title: Summer Starlight Concert and Movie Assistant

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 16, 17, 18

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: Assist with coordinating of Summer Starlight Concert and Movie Series. Help with advancing concerts, communication with sound company, performers and entertainment coordinator. Assist with promotion of concerts and movies. Hours during the week vary and can be set by the employee, concerts are held on Tuesday nights in June and July 5-9pm, movies are held Tuesdays and Saturdays in August and start at dusk. Employee will have a Program Coordinator with them at each concert/movie.

Tools/Materials Used in Job Duties: pen, pencils, computer, movie equipment (projector, movie screen) basic office supplies

Desired Skills/Abilities: outgoing, friendly, organized, enjoys working with the public
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: 15PA

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

Job Title: Office Assistant

Location: Robert Crown Center(1701 Main St)

Age Eligibility: 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: Greeting patrons and provide general assistance to office staff.

Tools/Materials Used in Job Duties: Computers and basic office supplies

Desired Skills/Abilities: Customer service and communication skills.
Job Code: 16PA

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

Job Title: Assistant Custodian

Location: Robert Crown Center(1701 Main St)

Age Eligibility: 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: Work involves the performance of general custodial maintenance.

Tools/Materials Used in Job Duties: Safety equipment and precautions are essential to this position including the usage of; hard hats, safety glasses, reflective vests, gloves, earplugs, and protective clothing when necessary.

Desired Skills/Abilities: Knowledge of the materials, methods, tools, and equipment used in the field of custodial/facility maintenance including, but not limited to, brooms, brushes, mops, vacuum cleaner, rake, mop, hand tools, hammer, screwdriver, cleaning cloths. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public. Ability to greet the public in a courteous manner.
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: 18PA

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

Job Title: Half Day Assistant Counselor

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 16, 17, 18

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

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: • Assists camp director with preparing camp activities
  • Supervise campers (aged 5-7)
  • Help to facilitate camp activities including arts and crafts, games, etc.
  • Help maintain equipment, supplies and on-site facility

Tools/Materials Used in Job Duties: • General arts and craft supplies (glue, scissors, paint, paper, etc.)
  • General office tools (copier, laminator, paper cutter, etc.)

 Desired Skills/Abilities: • Experience working with young children
  • Friendly and engaging with children
  • An interest in nature, biology, recreation or arts and crafts
Job Code: 19PA

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

**Job Title:** Canoeing and Fishing Assistant

**Location:** Ecology Center (2024 McCormick Blvd)

**Age Eligibility:** 16, 17, 18

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

**Pay Rate:** 8.5

**Type of Employment:** Part-Time

**Hours per Week:** 20-30

**Description of Duties:**

- Lead and instruct canoe trips for campers and families
  - Provide safety instructions for all participants
  - Organize and maintain PFDs and canoeing equipment
  - Move canoeing equipment to canoe locations
  - Assist participants in on-water activities
  - Assist program leader with children and parent participants in free catch and release fishing program.
  - Must have basic fishing knowledge, including baiting a hook and removing fish carefully from hook.
  - Assist in setting up fishing equipment, rods, tables, etc. and putting it away. Making sure that building is left in good condition, ready for camp program on Monday.
  - Assist with all aspects of daily clean up.

**Tools/Materials Used in Job Duties:**

- Recreational fishing equipment and general cleaning supplies
  - Canoes and paddles
  - PFDs
Desired Skills/Abilities: • Candidates should be organized, personable, team player, friendly, and enjoy the outdoors

• Experience working with children.
• Basic fishing knowledge is a plus.
• Paddling experience preferred
• Able to lift at least 50lbs
• Friendly and engaging with children and families
Job Code: 20PA

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

Job Title: Custodian Assistant

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 17, 18

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: Custodian assist will assist with building upkeep and ensure building cleanliness. They will be responsible for assisting with special event set ups and clean ups. They will help maintain a clean and welcoming workplace.

Tools/Materials Used in Job Duties: • cleaning solutions, cleaning tools, tables and chairs

Desired Skills/Abilities: Candidates should be hard working, diligent and tidy. They should be a good team player and willing to learn.
Job Code: 21PA

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

Job Title: Ecology Center Garden Assistant

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 16, 17, 18

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Garden assistants will help maintain and care for the Ecology Center Farmette, a large urban demonstration garden. Garden assistants will perform tasks such as weeding, watering, mulching, pest management, planting and harvesting. Garden assistants will keep records of performed garden tasks and record harvest amounts. Garden assistants will also be responsible for maintaining garden beds around the Ecology Center including pollinator gardens and rain gardens.

Tools/Materials Used in Job Duties: • gardening hand tools, outdoor clothes, and wheel barrow

Desired Skills/Abilities: • This is an outdoor position. Candidates must be willing and able to work outdoors in all weather conditions and lift 50lbs. Candidates should have an appreciation for the outdoors and gardening experience is preferred.
Job Code: 22PA

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

Job Title: Full Day Assistant Counselor

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 16, 17, 18

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

Pay Rate: 8.5

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

Hours per Week: 30-37.5

Description of Duties: • Assists camp director with preparing camp activities
  • Supervise campers (aged 5-7)
  • Help to facilitate camp activities including arts and crafts, games, etc.
  • Help maintain equipment, supplies and on-site facility

Tools/Materials Used in Job Duties: • General arts and craft supplies (glue, scissors, paint, paper, etc.)
  • General office tools (copier, laminator, paper cutter, etc.)

Desired Skills/Abilities: • Experience working with young children
  • Friendly and engaging with children
  • An interest in nature, biology, recreation or arts and crafts
Job Code: 23PA

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

Job Title: Precare and Post Care Assistant Counselor

Location: Ecology Center (2024 McCormick Blvd)

Age Eligibility: 16, 17, 18

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: • Supervise children during post camp care. Activities include games, crafts, including snack.

• Assists camp director with preparing camp activities

• Supervise campers (aged k-5th)

• Help maintain equipment, supplies and on-site facility

Tools/Materials Used in Job Duties: • General arts and craft supplies (glue, scissors, paint, paper, etc.)

• General office tools

Desired Skills/Abilities: • Experience working with young children

• Friendly and engaging with children

• An interest in nature, biology, recreation or arts and crafts
Job Code: 24PA

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

Job Title:  Wildflower Assistant Counselor

Location:  Ecology Center (2024 McCormick Blvd)

Age Eligibility:  16, 17, 18

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:  •  Assists camp director with preparing camp activities
  •  Supervise campers (aged 3-4)
  •  Help to facilitate camp activities including arts and crafts, games, etc.
  •  Help maintain equipment, supplies and on-site facility

Tools/Materials Used in Job Duties:  •  General arts and craft supplies (glue, scissors, paint, paper, etc.)
  •  General office tools (copier, laminator, paper cutter, etc.)

Desired Skills/Abilities:  •  Experience working with young children
  •  Friendly and engaging with children
  •  An interest in nature, biology, recreation or arts and crafts
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: 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 participant 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: 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 Blvd), Evanston Beach, Fleetwood Jourdain Community Center (1655 Foster St), Noyes Cultural Arts Center (927 Noyes St), Robert Crown Center (1701 Main St)

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: 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:** 29PA  

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

**Job Title:** Office Assistant  

**Location:** Lorraine Morton Civic Center (2100 Ridge Ave)  

**Age Eligibility:** 16, 17, 18  

**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:** Office Assistants provide clerical support for the Parks and Recreation Department at the Civic Center which includes; data entry projects, program preparation support, providing excellent customer service, as well as providing other routine clerical support as needed. Enters, updates, and/or edits data into computer system  

**Tools/Materials Used in Job Duties:** computers and basic office supplies  

**Desired Skills/Abilities:** Strong customer service and communication skills required. Ability to file and handle multiple tasks, Experience with Word and Excel preferred.
Job Code: 30PA

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

Job Title: Office Assistant (Full Time)

Location: Lorraine Morton Civic Center (2100 Ridge Ave)

Age Eligibility: 17, 18

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

Pay Rate: 8.5

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

Hours per Week: 15-20

Description of Duties: Office Assistants provide clerical support for the Parks and Recreation Department at the Civic Center which includes; data entry projects, program preparation support, providing excellent customer service, as well as providing other routine clerical support as needed. Enters, updates, and/or edits data into computer system

Tools/Materials Used in Job Duties: office supplies and computers

 Desired Skills/Abilities: Strong customer service and communication skills required. Ability to file and handle multiple tasks, Experience with Word and Excel preferred.
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: 32PA

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

Job Title:  Full Time Custodian

Location:  Levy Senior Center (300 Dodge Ave)

Age Eligibility:  16

Start Date:  6/8/2020

End Date:  8/14/2020

Pay Rate:  8.50 per hour

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

Hours per Week:  30-37.5

Description of Duties:  General Maintenance at Levy—cleaning the building inside and outside.

Tools/Materials Used in Job Duties:  Steel Toed Boots, Power Washer, Carpet Cleaner

Desired Skills/Abilities:  Responsible, enthusiastic, Full Time Maintenance employee to perform maintenance duties at the Levy Center both inside and outside. Individual who is given a task and can work independently successfully.
Job Code: 33PA

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

Job Title: Special Projects

Location: Levy Senior Center (300 Dodge Ave)

Age Eligibility: 16

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: Data Entry, Filing, Food Service, Basic Maintenance and other projects

Tools/Materials Used in Job Duties: Computer, Copier, Basic Office Supplies, Cleaning Supplies, Vacuum, Dishwasher

Desired Skills/Abilities: Independent, fun, flexible and multi tasking are required job skills. Data entry, filing, making copies and other various clerical duties. Experience with Word and Excel preferred. Customer service skills will be needed in working with the senior population. Ability to do office work, serve lunches to seniors and clean bathrooms are essential in this position.
Job Code: 34PA

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

Job Title: Science & Sports Camp Counselor I (Sports portion ONLY)

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 16, 17, 18

Start Date: 7/6/2020  
End Date: 7/31/2020

Pay Rate: $10.00

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: Northwestern University's Center for Talent Development and City of Evanston have teamed up to provide children with experiences in a variety of sports, enrich them in the field of science explorations, and empower them with decision-making skills. As a camp counselor II you are responsible for the supervision and safety of children ages 6-8 and the basic instruction, including sports, games and other recreational activities, for the Science & Sports Camp. Individual must be available Monday-Friday starting July 6-31. Hours for the position are Monday-Friday 12-4p, with additional morning hours available. Time off will not be granted for certain music festivals and concerts, dates etc.

Tools/Materials Used in Job Duties: Supervision

Under the direct supervision of the Camp Director and Program Coordinator

Task Statements

Attend all staff training--up to 10 hours prior to the start of camp. This will take place in May or June.

Plan and instruct program activities including, sports, games and activities.

Assist with the supervision of Camp Counselor I staff as well as volunteers and CIT participants.

Responsible for the safety of all individuals registered for the camp.

Assist with the supervision of campers while at camp and on field trips.

Responsible for effective and appropriate communication to caregivers of all campers.
Attend staff meetings as scheduled by camp director/program coordinator.

Ensure all participants are signed in and out according to the camp policy.

Responsible for the care and maintenance of camp equipment and storage area.

Complete written reports as necessary and on time.

Communicate issues needing special attention to supervisors in a timely fashion.

Focus on and engage with campers while on duty, avoid cell phone use while on the clock unless needed for emergency.

**Desired Skills/Abilities:** 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.

At least 2 summers of experience working in a camp setting.

At least 1 year cumulative experience working with children ages 6-8 years.

At least 2 years experience participating on a team or club sports.

Extensive knowledge of a variety of sports, their rules and methods on teaching children how to play them.

Pass background check.
Job Code: 35PA

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

Job Title: Sports & Aquatic Camp Counselor I (Sports portion ONLY)

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 16, 17, 18

Start Date: 6/29/2020  
End Date: 7/17/2020

Pay Rate: $10.00

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: General Task Statement

Responsible for the supervision and safety of children ages 8-13 and the basic instruction, including sports, games and other recreational activities, for the Sports & Aquatic Camp. Individual must be available Monday-Friday starting June 29-July 17 (no camp on Friday, July 3). Hours for the position vary; half-day is 4 hours. Time off will not be granted for certain music festivals and concerts, dates etc.

Tools/Materials Used in Job Duties: Supervision

Under the direct supervision of the Camp Director and Program Coordinator

Task Statements

Attend all staff training--up to 10 hours prior to the start of camp. This will take place in May or June.

Plan and instruct program activities including, sports, games and activities.

Assist with the supervision of Camp Counselor I staff as well as volunteers and CIT participants.

Responsible for the safety of all individuals registered for the camp.

Assist with the supervision of campers while at camp and on field trips.

Responsible for effective and appropriate communication to caregivers of all campers.

Attend staff meetings as scheduled by camp director/program coordinator.
Ensure all participants are signed in and out according to the camp policy.

Responsible for the care and maintenance of camp equipment and storage area.

Complete written reports as necessary and on time.

Communicate issues needing special attention to supervisors in a timely fashion.

Focus on and engage with campers while on duty, avoid cell phone use while on the clock unless needed for emergency.

**Desired Skills/Abilities:** 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.

At least 2 summers of experience working in a camp setting.

At least 1 year cumulative experience working with children ages 8-13 years.

At least 2 years experience participating on a team or club sports.

Extensive knowledge of a variety of sports, their rules and methods on teaching children how to play.

Rewarding position with the opportunity to develop relationships with parents and campers.

Encouraging and supportive staff who will help cultivate your experience in the work force.

Seasonal position with half-day and full-day opportunities available.

Competitive pay.
Job Code: 36PA

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

Job Title:  Pee Wee Sports Camp Counselor I

Location:  Chandler - Newberger Center (1028 Central St)

Age Eligibility:  16, 17, 18

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

Pay Rate:  $10.00

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties: General Task Statement

Responsible for the supervision and safety of children ages 4-5 and the basic instruction, including sports, games and other recreational activities, for Pee Wee Sports Camp. Individual must be available Monday-Friday starting June 8-August 7 (no camp on Friday, July 3). Hours for the position vary; half-day is 4 hours, full-day is 6 hours. Additional times and days may be available. Time off will not be granted for certain music festivals and concerts, dates etc.

Tools/Materials Used in Job Duties: Supervision

Under the direct supervision of the Camp Director and Program Coordinator

Task Statements

Attend all staff training--up to 10 hours prior to the start of camp. This will take place in May or June.

Plan and instruct program activities including, sports, games and activities.

Assist with the supervision of Camp Counselor I staff as well as volunteers and CIT participants.

Responsible for the safety of all individuals registered for the camp.

Assist with the supervision of campers while at camp and on field trips.

Responsible for effective and appropriate communication to caregivers of all campers.

Attend staff meetings as scheduled by camp director/program coordinator.
Ensure all participants are signed in and out according to the camp policy.

Responsible for the care and maintenance of camp equipment and storage area.

Complete written reports as necessary and on time.

Communicate issues needing special attention to supervisors in a timely fashion.

Focus on and engage with campers while on duty, avoid cell phone use while on the clock unless needed for emergency.

**Desired Skills/Abilities:** 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.

At least 2 summers of experience working in a camp setting.

At least 1 year cumulative experience working with children ages 4-5 years.

At least 2 years experience participating on a team or club sports.

Extensive knowledge of a variety of sports, their rules and methods on teaching children how to play them.

Rewarding position with the opportunity to develop relationships with parents and campers.

Encouraging and supportive staff who will help cultivate your experience in the work force.

Seasonal position with half-day and full-day opportunities available.

Competitive pay.
Job Code: 37PA

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

Job Title: LEGOmania Camp Counselor I

Location: Chandler - Newberger Center (1028 Central St)

Age Eligibility: 16, 17, 18

Start Date: 8/3/2020  End Date: 8/21/2020

Pay Rate: $10.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Responsible for the supervision and safety of children ages 4-7 and the basic instruction, including planning, of games, activities and LEGO building to these children. Responsible for communication with the camp director/program manager concerning in regard to these volunteers. Individual must be available Monday-Friday starting August 3-21. Hours for the position are 3.5 per day. Additional times and days may be available. Time off will not be granted for certain music festivals and concerts, dates etc.

Tools/Materials Used in Job Duties: Supervision

Under the direct supervision of the Camp Director and Program Coordinator

Task Statements

Attend all staff training--up to 10 hours prior to the start of camp. This will take place in May or June.

Plan and instruct program activities including, sports, games and activities.

Assist with the supervision of Camp Counselor I staff as well as volunteers and CIT participants.

Responsible for the safety of all individuals registered for the camp.

Assist with the supervision of campers while at camp and on field trips.

Responsible for effective and appropriate communication to caregivers of all campers.

Attend staff meetings as scheduled by camp director/program coordinator.
Ensure all participants are signed in and out according to the camp policy.

Responsible for the care and maintenance of camp equipment and storage area.

Complete written reports as necessary and on time.

Communicate issues needing special attention to supervisors in a timely fashion.

Focus on and engage with campers while on duty, avoid cell phone use while on the clock unless needed for emergency.

**Desired Skills/Abilities:** 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.

At least 1 summer experience working in a camp setting.

At least 1 year experience building with LEGO Bricks.

At least 1 year experience working with children ages 4-7.

Extensive knowledge of a variety of sports, their rules and methods on teaching children how to play them.

Rewarding position with the opportunity to develop relationships with parents and campers.

Encouraging and supportive staff who will help cultivate your experience in the work force.

Seasonal position with half-day and full-day opportunities available.

Competitive pay.
Job Code: 38PA
Organization: City of Evanston - Parks, Recreation, and Community Service
Job Title: Aquatic Camp Aide
Location: Evanston Beach
Age Eligibility: 16, 17, 18
Start Date: 6/8/2020  End Date: 8/9/2020
Pay Rate: 8.50 Under 18, $10 over 18
Type of Employment: Part-Time, Full-Time (37.5 hours per week)
Hours per Week: 20-30, 30-37.5
Description of Duties: To engage the campers who are not participating in water activities at that time and facilitate sand activities
Tools/Materials Used in Job Duties: your imagination and recreation supplies
Desired Skills/Abilities: Enthusiasm, some sports ability, creativity
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: 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: 42PO

Organization:  City of Evanston - Police

Job Title: 311 Customer Service

Location: Police Department 1454 Elmwood

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, 20-30

Description of Duties: Customer Service Phone Skills, Computer knowledge

Tools/Materials Used in Job Duties: Phone, Computer, Internet, Intranet

Desired Skills/Abilities: Customer Service Skills, Computer Knowledge, Phone Skills
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: 45CI

Organization: Cinemark

Job Title: Theater Manager

Location: 1715 Maple Ave

Age Eligibility: 16, 17, 18

Start Date: 5/1/2020       End Date: 12/31/2020

Pay Rate: 12

Type of Employment: Part-Time

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

Description of Duties: See Attachments

Tools/Materials Used in Job Duties: See Attachments

Desired Skills/Abilities: See Attachments
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
Childcare and Education, Summer Camp

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: 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: 50YO

Organization:  YoFresh Yogurt Cafe

Job Title: Jr. Associate

Location:  635 Chicago Avenue

Age Eligibility:  16, 17

Start Date:  6/4/2020  End Date:  9/7/2020

Pay Rate:  $9.50 - $10.00

Type of Employment:  Part-Time

Hours per Week:  15-20

Description of Duties: Greeting Customers, Food and drink preparation, Food Sales and marketing, Cleaning of Equipment and Environment

Tools/Materials Used in Job Duties: Microwave, Smoothie Blender, Coffee Pot

Desired Skills/Abilities: IL Food Handlers permit; strong customer service; vivacious personality; ability to multi-task
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.
Job Code: 52IN

Organization: Infant Welfare Society of Evanston

Job Title: Administrative Assistant

Location: 2200 Main

Age Eligibility: 16

Start Date: 6/8/2020

End Date: 8/14/2020

Pay Rate: $10.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Telephone, greeting visitors, general assistance, data entry.

Tools/Materials Used in Job Duties: Basic office supplies, telephone, door entry buzzer

Desired Skills/Abilities: Welcome guests to the organization personality must be positive friendly welcoming. Answer telephones transfer phone system. Door buzzer entry assistance with questions about organization.
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: 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: 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: 57VA

Organization: Valli Produce

Job Title: Store Manager

Location: 1910 Dempster St

Age Eligibility: 16

Start Date: 6/22/2020

End Date: 8/17/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: general assistance to help in all retail areas

Tools/Materials Used in Job Duties: None

Desired Skills/Abilities: Friendly, cheerful, customer oriented skills
Grow food outdoors. Plant & maintain gardens. Donate food.

**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 bottle, closed toe sturdy athletic or workboot type footwear, layers of clothing to adjust for the weather, light-colored clothing (to keep you cooler in the sun), a sun-hat and sunscreen, insect repellant (as needed)).
• Occasional computer use.

**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: 59HI

Organization: Hip Circle Empowerment Center

Job Title: Center Admin

Location: 727 Howard St

Age Eligibility: 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: Each shift will involve a blend of light cleaning, customer service, and administrative/creative work at the front desk.

Tools/Materials Used in Job Duties: Computer, tablet, phone, basic cleaning supplies

Desired Skills/Abilities: Ideal candidates bring administrative, customer service, and creative skills to the position and are eager to participate in a wide variety of the classes and services we offer.
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: 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: 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: 63MC

Organization: McGaw YMCA Camp Echo

Job Title: Assistant Counselor

Location: 1000 Grove St.

Age Eligibility: 17

Start Date: 6/1/2020  
End Date: 8/14/2020

Pay Rate: $246/ week

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

Hours per Week: 30-37.5

Description of Duties: This program is a job readiness opportunity where participants will receive a variety of training both pre-summer as well as at camp. Participants will learn the bigger picture of camp and healthy professional relationships as they are trained in various operational aspects of camp including food services, maintenance, clinic, barn, trading post, and more.

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Passion for working with youth, ability to maintain professionalism in a non-traditional work setting, comfort working in a remote location for 3-4 weeks.
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
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.
Basic Data Analysis

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: 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: 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: 69MC

Organization: McGaw YMCA

Job Title: Summer Gym Support Staff

Location: 1000 Grove st.

Age Eligibility: 16, 17, 18

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

Pay Rate: $8.50

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Under the guidance and supervision of the Sebring-Lewis Center and Sports Manager, gym supervisors have the responsibility of delivery and at times plan YMCA youth wellness programs, including but not limited to; youth physical education classes, special events, birthday parties, family activities, rentals and sports specific programs. This position functions to enhance customer service by providing member assistance in the gymnasium area while keeping facilities neat and programs running smoothly and in a timely manner. Gym Supervisors setup and take-down equipment and materials for any YMCA programs, events, and rentals in the Sebring-Lewis Center and elsewhere. Supervisors are required to assist in the general upkeep, cleanliness, and organization of facilities. Supervisors will also help in Y Sports with the following; coaching, refereeing, supervising, executing, and the setup and take-down of all Y sporting events.

Tools/Materials Used in Job Duties: various sports equipment

Desired Skills/Abilities: 
• Builds relationships with members and guests
• Provide gym instruction for wellness and sports programs for youth ages kindergarten through high school
• Enforces general rules and policies in and around the gymnasium (see gym handbook)
• Ensures that all members have an opportunity to utilize the gym in a coordinated fashion
• Ensures that members are leaving on time upon closing or by designated curfew
• Ensures that the gym is clean and tidy
• Completes appropriate report for any and all incidents and accidents that may occur in the gym
• Supervises all activities
• Addresses safety concerns immediately
Job Code: 70NO

Organization: Northwestern University, Facilities

Job Title: Groundskeeper

Location: 2020 Ridge Ave, Evanston, IL 60208

Age Eligibility: 16

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

Pay Rate: $12.00

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

Hours per Week: 30-37.5

Description of Duties: Landscape and Grounds Maintenance – duties may include but are not limited to; site preparation including weeding and watering, plant removal and general cleanup; emptying garbage cans and picking up trash from campus areas; special event setups for University departments.

Tools/Materials Used in Job Duties: Brooms, rakes, gardening tools, leaf blowers, garden hose, 5 gallon buckets, closed-toed shoes.

Desired Skills/Abilities: Must be able to arrive on time for a 6:00am daily start time.

Ability to take direction and follow through on assigned tasks.

Must be comfortable working outside.

Open-toed shoes and torn clothing are prohibited.
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: 73JE

Organization: Jewel

Job Title: Director

Location: 1128 Chicago Ave.

Age Eligibility: 16

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

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Retail

Tools/Materials Used in Job Duties: Uniform Provided

Desired Skills/Abilities: Training
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: 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: 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: 77GR

Organization: GreenTree Painting & Design, LLC

Job Title: House Painter Apprentice

Location: 1004 Dewey Ave.

Age Eligibility: 18

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

Pay Rate: $15/hr

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

Hours per Week: 30-37.5

Description of Duties: Starting and completing exterior and interior painting projects for homes and businesses in the Chicago area.

Tools/Materials Used in Job Duties: Paint brushes, rollers, ladders, site protection and general household tools

Desired Skills/Abilities: No experience needed, will train. Working well with others, a willing to learn, reliability and a positive attitude are a must.
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.
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: 82JA

Organization: JAM. Foods & Services

Job Title: President/Owner

Location: 1719-B McDaniel Ave.

Age Eligibility: 16, 17, 18

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

Pay Rate: $15.00

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: The students will learn basic gardening techniques in relation to growing peppers, they will also maintain a small greenhouse, and build and manage raised beds in various locations in the Fifth Ward.

Tools/Materials Used in Job Duties: Students will need work boots. All other supplies and tools will be provided.

Desired Skills/Abilities: The students will need to be able to perform physical labor, listen to instruction, be willing to learn, and have the ability to problem solve or desire more responsibility.
Job Code: 83J1

Organization: Jiffy Lube

Job Title: Upper Bay Tech.

Location: 1941 Dempster av.

Age Eligibility: 17

Start Date: 6/15/2020

End Date: 8/14/2020

Pay Rate: 11 hr

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Greeting customers and entry level automotive maintenance

Tools/Materials Used in Job Duties: Steel toed boots...possible power tool usage

Desired Skills/Abilities: Great customer service...open to new tasks
Job Code: 84EV


Job Title: Pre-Apprenticeship Trainee

Location: 1938 Dewey Avenue, Evanston, IL 60201 - Post Office Box 5683, Evanston, IL

Age Eligibility: 17, 18

Start Date: 4/18/2020

End Date: 6/6/2020

Pay Rate: N/A

Type of Employment: Part-Time

Hours per Week: < 10

Description of Duties: Attendance at a series of training meetings

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Commitment to start a career in the building trades.
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: 86WE

Organization: Were We Care Tax Services

Job Title: Office Assistant

Location: 814 Dempster

Age Eligibility: 16

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: Office/Clerical Duties

Tools/Materials Used in Job Duties: N/A

Desired Skills/Abilities: Self Motivated/Hard worker/Strong Customer Service
**Job Code:** 87YW

**Organization:** YWCA Evanston North Shore

**Job Title:** Administrative Support Worker

**Location:** 1215 Church Street

**Age Eligibility:** 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:** Administrative support including basic word processing, filing and utilizing online search engines to research information related to potential grant funding. Assisting with event prepping, specifically offering support for our Race Against Hate walk/run

**Tools/Materials Used in Job Duties:** Computers and basic office supplies

**Desired Skills/Abilities:** Definite self-starter with an ability to multi-task. Customer service skills and experience with Microsoft office. Flexible.
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: 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: 90SA

Organization:  Sams Club

Job Title:  Member Assist (Carts) & Member Frontline (cashier)

Location:  2450 Main St Evanston, IL

Age Eligibility:  16, 17, 18

Start Date:  6/8/2020  End Date:  9/1/2020

Pay Rate:  12.25

Type of Employment:  Part-Time

Hours per Week:  20-30

Description of Duties:  Retrieve empty carts, load members groceries, greet and smile at members.

Tools/Materials Used in Job Duties:  Friendly attitude, punctuality and ability to read and write.

Desired Skills/Abilities:  Friendly, multi-tasking, sense of urgency and takes initiative to learn.