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: 27PA

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

Job Title: Inclusion Aide

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

Age Eligibility: 18

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

Pay Rate: 15

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

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

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

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

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

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

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

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

Desired Skills/Abilities: Be a positive role model.

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

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

Implement recreational activities for individuals of all ages and abilities.

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

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

Assists supervisor in carrying out activities/classes.

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

Assists with set up and clean up of activities.

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

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

Perform additional responsibilities as assigned by the Inclusion Coordinator and/or Site Supervisor.
Job Code: 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: 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: 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
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: 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: 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: 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: wate

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!
Lifeguard/Pool Manager, Other Recreation

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.
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