



Job Code: 30SO

Organization: Curt's Cafe Evanston

Job Title: Social Worker/Case Management

Location: 2922 Central

Age Eligibility: 14

Start Date: 6/7/2021

End Date: 8/16/2021

Pay Rate: \$6.25 (Tax Free Stipend)

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

Hours per Week: 20-30

Description of Duties: Customer Service. Back of House and Front of House Training. Barista training and culinary training that includes dealing with the customers and helping to prepare and serve both food and drinks.

Tools/Materials Used in Job Duties: Grill, stove, coffee and barista machines, custodial equipment, non slip shoes.

Desired Skills/Abilities: Fast learner. Consistency of schedule. Great communication skills. Team player. Individual initiative.



Job Code: 1AS

Organization: North Suburban YMCA

Job Title: Assistant Camp Counselor

Location: 2705 Techny Rd Northbrook, IL 60062

Age Eligibility: 15

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: Stipend: \$1,700 (1/2 Day Schedule) or \$3,400 (Full Day Schedule) - 10 Weeks

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: The North Suburban YMCA Summer Day Camp does NOT enforce mandatory pre-employment drug testing.

The North Suburban YMCA Summer Day Camp is a 'Ban-the-Box' employer.

Transportation for staff (pick-up and drop-off); Evanston to Northbrook may be available!

MISSION STATEMENT: The NSYMCA Day Camp exists to provide children and teens with a safe, fun, inclusive, and rewarding summer camp experience through a wide variety of diverse activities and programming. As a charitable not-for-profit, the NSYMCA Camp is values-based, non-discriminatory, and for all; regardless of financial means.

VISION: To inspire self-confidence, leadership skills, and lifelong learning while fostering valuable character development.

VALUES: Caring, Honesty, Leadership, Respect, Responsibility, Anti-Racism

- Maintain camper safety (mind, body, and spirit) at all times.
- Ensure all campers are having a fun and positive experience.
- Arrive at camp on time each day ready and prepared to perform all camp staff functions and responsibilities.
- Understand that the camp director will assign your camp and group based on what is best for the NSYMCA, and your camp group/role may change daily.
- Assist and support counselors and leadership staff in all camp activities.

- Supervise and care for campers through visual observation, listening to their interactions, and participating in all activities.
- Participate in and assist with the swimming program. This includes being in the pool when the children are in the pool.
- Willing to go on all field trips.
- Share in daily duties necessary for upkeeping quality camp standards, including: clean-up, activity set-up and facilitation, bus supervision, and weekly lesson planning.
- Attend all staff meetings and pre-camp trainings.
- Report any accidents, incidents, inappropriateness, mandated reporting, or general important information to the head counselor or Director.
- Follow all NSYMCA camp policies and procedures regarding swimming & pool, dress code, minor or major injuries, behavior incidents, emergencies, field trips, bussing, absences, tardiness, and camper discipline.
- Follow dress code policy. Always wear current NSYMCA staff T-shirt and ID badge (except during swim time).
- Learn all campers first and last names, take frequent attendance and always know how many total campers are in your group each day.
- Work collaboratively with other camp staff members.
- Participation in camp service projects, charitable events, and fundraising efforts.
- Promote social and emotional learning and character development.

Tools/Materials Used in Job Duties: Sports Equipment, Arts & Crafts

Desired Skills/Abilities: • Interest in working with children and significant evidence of emotional maturity, good moral character, judgement, integrity and leadership capability.

- Enjoyment and appreciation of the outdoors.
- Ability to lead, guide, discipline when necessary, and supervise children of varying ages.
- Ability to adapt to changing needs and circumstances.
- Strong interpersonal skills to positively communicate with members, participants, and staff.
- Possess a positive and professional attitude.
- Attend and successfully complete all staff trainings (virtual and in-person).



Job Code: 35PR

Organization: La Principal

Job Title: Proprietor

Location: 700 Main Street

Age Eligibility: 15

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: \$10/hr plus tips

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Help set up and breakdown patio. Light bussing and cleaning duties.

Tools/Materials Used in Job Duties: Broom, elbow grease

Desired Skills/Abilities: Show up on time and be ready to work



Job Code: 15GA

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

Job Title: Garden Assistant

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

Age Eligibility: 14, 15, 16

Start Date: 6/14/2021

End Date: 8/20/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Assisting the head Gardener with raising and maintaining the garden on a day- to day basis here at Fleetwood using basic gardening tools (shovel, water hose, small clippers, hand trowel), watering, weeding, digging, planting and harvesting. Litter clearance and garden appearance. The Garden Assistant will also assist campers in planting, watering or doing other activities in the garden.

Tools/Materials Used in Job Duties: Garden supplies (shovel, water hose, small clippers, hand trowel, rake, wheel barrow)

Desired Skills/Abilities: - Interest gardening

- Ability to lift up to 30- 50 pounds
- Regular bending/ kneeling for extended periods of time
- Good communication
- Willingness to learn a new skill
- Takes direction well
- Focused
- Self- motivated
- Determined



Job Code: 17PA

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

Start Date: 6/14/2021

End Date: 8/20/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Park Assistants should be a self- starter, one who can follow, verbal and non- verbal instructions. Maintain the park they are assigned to and keep it clean/ free of litter. The Park Assistant will report to the Site Supervisor daily, and if the Site supervisor is not available, then they report to the server.

Tools/Materials Used in Job Duties: Park Assistants will utilize the following tools/ materials:

- Broom
- Rake
- Trash Pickers & buckets
- Trash cans
- Carts

Desired Skills/Abilities: - Able to lift 20- 25 pounds

- Communication skills
- Determined
- Hard- working
- Self- motivator
- Follow verbal/ non- verbal instructions
- Focused



Job Code: 21MA

Organization: TE & Company Inc. (Children's Theater/Performing

Job Title: Maintenance Engineer

Location: 1744 Brown , Evanston, Il. 60201

Age Eligibility: 14, 15, 16

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: 13 hr

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: Maintain cleanliness and organization in and around the church and in the building throughout the week.

Uniform- including face masks/gloves - must be worn at all times.

You must change into your uniform upon arrival, no sooner, and are responsible for keeping it clean.

Absent calls must be made the night before. Any later will be counted as unexcused.

Work must be completed before you leave

Employees are required to work at least 10 hours a week,

Employees must punch in/out for hours to be counted

Tools/Materials Used in Job Duties: Basic office cleaning supplies

Desired Skills/Abilities: Communication skills required Ability to file and handle multiple tasks,



Job Code: 37CU

Organization: Family Focus Evanston

Job Title: Custodian

Location: 2010 Dewey Ave

Age Eligibility: 14, 15, 16, 17

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: 8.5

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

Hours per Week: 30-37.5

Description of Duties: Assist custodial staff in cleaning and maintenance inside and outside of building. Setting up for onsite meetings and gatherings. Doing small maintenance projects such as painting and repairs.

Tools/Materials Used in Job Duties: Cleaning products and tools, paint brushes, handyman tools.

Desired Skills/Abilities: Reliable and on time. Respectful team player. Eager to learn and help.



Job Code: 13FA

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: 5/1/2021

End Date: 11/6/2021

Pay Rate: \$9-\$10/ hour

Type of Employment: Part-Time

Hours per Week: < 10

Description of Duties: Assist with general market tasks: deliver mail, provide Link transactions, assist with CoVID Guidelines, assist vendors as needed, provide Kids Club activities as needed.

Tools/Materials Used in Job Duties: To be trained to operate Link terminal, basic craft supplies

Desired Skills/Abilities: Ability to assist general public with market questions, manage City of Evanston tents (2), assist with clean up/ takedown of market



Job Code: 22CA

Organization: TE & Company Inc. Children's Theater/Performing

Job Title: Camp Counselors

Location: P.O. Box 6385, Evanston, Il, 60201

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

Start Date: 6/7/2021

End Date: 8/20/2021

Pay Rate: 13

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

Hours per Week: 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.

Assist in learning how to create, write and produce television shows

Must perform in the final show, Follows program rules

Make sure the room is clear after the student leaves for the days.

Tools/Materials Used in Job Duties: Must love all kinds of children, some drama, Arts/Crafts, some Acting, want to learn

Desired Skills/Abilities: Must be able to actively engage children in play activities and be able to participate in active play.



Job Code: 24FA

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

Job Title: Facilities Maintenance/Custodian

Location: Noyes Cultural Arts Center (927 Noyes St)

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

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: 10

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

Hours per Week: 30-37.5

Description of Duties: This is semi-skilled work in the facility maintenance – custodial field. Work involves the performance of general custodial maintenance and minor repairs on both exterior and interior of city owned buildings.

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, respirator and protective clothing when necessary. Hand Tools such as hammers, screwdrivers, wrenches. P

Desired Skills/Abilities: Ability to operate hand and power tools in a safe and effective manner.

Ability to read, understand, and apply instructions for the safe application of chemicals and/or cleaning supplies.

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: 27YO

Organization: Ridgeville Park District

Job Title: Youth Grow Team Member

Location: 908 Seward St. Evanston

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

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: City of Evanston's Rate (was \$8.50-8.75/hr in 2020)

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: • Plant, weed, water, & harvest vegetables, herbs, & fruit! (And take some home to your family).

- Serve your friends & neighbors: Donate fresh produce to local food pantries.
- Increase the amount of produce we donate by collaborating with Elks Park Community Gardeners to collect & donate their extra produce.
- Install beautiful pollinator/wildflower gardens, & help educate the community about their value.
- Learn professional skills that will serve you for the rest of your life, including team leadership, professional level communication with supervisors & colleagues, & on-the-job creative problem-solving.
- Receive mentoring to identify, develop, & gain confidence in 2 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 & advancing social justice, & take concrete action for both our planet & community.

P.S. If you want to meet the supervisor for this position, & try out urban agriculture to see if you definitely want to apply for this summer job, consider volunteering with us this spring!

Starting in late March 2021, we will be planting fruits/veggies, & caring for our beautiful pollinator gardens.

Volunteering is a great opportunity to demonstrate your interest & skills to a supervisor who could hire you for this competitive summer job, have fun with other friendly youth interested in urban agriculture, learn how to grow your own food, & learn about employment & entrepreneurship opportunities in the booming urban agriculture industry.

If you're interested in volunteering with us this spring, contact: Katharine Egan at 224 392 2275 or katharinee@gmail.com. :-)

Tools/Materials Used in Job Duties: • Gardening supplies (examples: plants, soil, compost, seeds, water, scissors/clippers).

- Garden tools (shovels, rakes, pitchforks, etc).
- Occasional computer use.
- Possible power tool use.
- Possible use of hand tools used for building (hammers, screw

Desired Skills/Abilities: We'd love to work with you if you:

- Are genuinely interested in improving your real-world professional skills, like time-management, clear communication, & teamwork. (Note that these are the skills that will help you land the job of your dreams or start your own company in the future!)
- Are enthusiastic about putting thoughtful effort into growing your skills in 2 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 bees, soil, 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.
- o This is only the 2nd year of this program, so we welcome your creative problem solving skills 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.
- Come grow with us! :-)



Job Code: 29OF

Organization: Camarano Accounting & Tax Services

Job Title: Office Assistant

Location: 1806 Dempster Ave.

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

Start Date: 6/8/2021

End Date: 8/14/2020

Pay Rate: 12

Type of Employment: Part-Time

Hours per Week: 30-37.5

Description of Duties: Office Clerical Duties: filing, answering phones, research, scheduling, spreadsheet projects, greeting clients, decorating window, phone calls, taking orders, or requests.

Tools/Materials Used in Job Duties: Computers, basic office supplies, software programs, social media programs, Office 365

Desired Skills/Abilities: Seeking part-time or full-time employee who is creative, change agent, attention to detail, willingness to learn, confidentiality is mandatory, we will train, ability to focus and follow through on all projects, research capabilities, type 45 wpm, excellent writing capabilities, strong math skills, Office suite experience.



Job Code: 33YO

Organization: YWCA Evanston Northshore

Job Title: Youth Leader

Location: 1215 church street

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

Start Date: 6/8/2021

End Date: 8/14/2021

Pay Rate: 8.50/hr and 8.75/hr for 18 and above

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

Hours per Week: 30-37.5

Description of Duties: With a combination of educational workshops, reflective groups, and open project time, this position will help youth to develop the skills, knowledge, and confidence to actively lead civic engagements and influence opinions in their communities. By attending all the program workshops and groups, youth leaders will learn skills and strategies to build healthy identities, relationships, and communities. The workshops will include topics such as privilege and oppression, gender roles, building healthy relationships, the effects of trauma and sexual harassment, job-skills, financial education, reparative justice, youth facilitation, self-reflection, the importance of consent, advocacy skills, empowerment, and self-care. Youth leaders will participate and learn to facilitate creative and experiential activities that allow them to connect emotionally and to balance their thoughts and feelings with new information. Youth leaders will identify and create support networks in order to fully participate in community life and effect positive social change. Youth leaders will learn skills that allow them to promote positive change in their peer groups. Youth leaders will identify a project to make positive change in their communities and develop the project over the course of ten weeks with the guidance of YWCA staff and the support of their peers.

Tools/Materials Used in Job Duties: Youth leaders will learn about many concepts derived from the Expect Respect curriculum, from YWCA's Building Healthy Relationships curriculum, from YWCA Equity Institute's workshops, and from YWCA staff members. They will be provided with all learning ma

Desired Skills/Abilities: We would like youth leaders to be able to work and learn in a group setting as well as individually and to be open to sharing ideas and respectfully challenging others.

We would like youth leaders to be open to learning new concepts and strategies through a combination of educational workshops and project-based learning.

We would like youth leaders to commit to attending all 10 weeks of the program and to commit to actively participating each day



Job Code: 34AS

Organization: City of Evanston - ETHS Garden

Job Title: Assistant Vegetable Grower

Location: ETHS

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

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: City Rate

Type of Employment: Part-Time

Hours per Week: 10-15

Description of Duties: The Assistant Grower will help to take care of and manage the ETHS 8,000 square foot organic vegetable garden the "Edible Acre." The Edible Acre produces vegetables for the ETHS community. The Assistant grower will focus on all the tasks associated with managing an organic vegetable garden (planting, seeding, watering, weeding, harvesting, washing, packaging and delivering vegetables).

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: 23CA

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

Job Title: Camp Counselor I

Location: Robert Crown Center(1701 Main St)

Age Eligibility: 15, 16, 17, 18

Start Date: 6/7/2021

End Date: 8/13/2021

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: • 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

Tools/Materials Used in Job Duties: Knowledge of basic office supplies, gym equipment and computer programs, including Word, Excel and Internet.

Desired Skills/Abilities: 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.



Job Code: 36PA

Organization: Family Focus Evanston

Job Title: Pantry/Closet Assistant

Location: 2010 Dewey Ave

Age Eligibility: 15, 16, 17, 18

Start Date: 6/7/2021

End Date: 8/13/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

Description of Duties: Regular inventory of pantry and closet, organizing closet, accepting donations, creating and updating electronic database, managing social media accounts, designing fundraisers. Should be interested in community service/relations, civic engagement and food insecurity.

Tools/Materials Used in Job Duties: Computers, hangers, racks, shelving, boxes.

Desired Skills/Abilities: Strong customer service and communication skills. Experience with spreadsheets and social media. Creative thinker. Team player.



Job Code: 38CA

Organization: Family Focus Evanston

Job Title: Camp Counselor

Location: 2010 Dewey Ave

Age Eligibility: 15, 16, 17, 18

Start Date: 6/14/2021

End Date: 8/6/2021

Pay Rate: 8.5

Type of Employment: Part-Time

Hours per Week: 20-30

Description of Duties: Assist lead instructors in providing supervision of activities for children aged 8 to 14 including academic support and enrichment activities. Also lead activities.

Tools/Materials Used in Job Duties: Computers, basic classroom supplies, art supplies.

Desired Skills/Abilities: Experience working with children in the 8-14 age group. Leadership qualities. Creative and energetic.



Job Code: 47SU

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: 6/8/2021

End Date: 8/14/2021

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: The Sustainability Projects 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. This position will directly support implementation of the City's Climate Action and Resilience Plan (CARP). The position works out of the Evanston Civic Center, or remotely, and is primarily an office job. Some projects will require work assignments at other community centers, with business partners and at community festivals when in person gatherings are deemed safe.

Tools/Materials Used in Job Duties: Basic office supplies are the primary tools and materials required for this position. There may be occasional events or projects take place outdoors and for those close toed shoes will be required.

Desired Skills/Abilities: Applicants should have an interest in improving the quality of life in Evanston. A specific interest in climate change, sustainability and/or racial equity 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: 39RE

Organization: C&W Market and Ice Cream Parlor

Job Title: Retail Sales Associate

Location: 1901 Church Street

Age Eligibility: 15, 16, 17, 18

Start Date: 6/8/2021

End Date: 8/16/2021

Pay Rate: 9

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

Hours per Week: 20-30

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

Tools/Materials Used in Job Duties: This person needs to be able to handle the point-of-sales system, deli counter including knives for cutting sandwiches for the customer. In addition, blend ice cream for shakes, scoop single, double, triple and pint size ice cream to customers.

Desired Skills/Abilities: This person needs to have strong communication skills to deal with the various customers that purchase products from the convenience and ice cream areas.