



**Job Code:** 20FR

**Organization:** Jewel Osco

**Job Title:** Frontend Bagger/Clerk

**Location:** 1128 Chicago Ave

**Age Eligibility:** 16

**Start Date:** 6/8/2021

**End Date:** 8/14/2021

**Pay Rate:** 13

**Type of Employment:** Part-Time

**Hours per Week:** 15-20

**Description of Duties:** Customer Service

**Tools/Materials Used in Job Duties:** None

**Desired Skills/Abilities:** Strong customer service and communication skills



**Job Code:** 31RE

**Organization:** City of Evanston - Police

**Job Title:** Records Assistant

**Location:** Police Department

**Age Eligibility:** 16

**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:** 30-37.5

**Description of Duties:** data entry, scanning, filing, basic word processing,

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

**Desired Skills/Abilities:** problem-solver, quick learner, motivated



**Job Code:** 40CA

**Organization:** Jennifer's Edibles

**Job Title:** Cashier

**Location:** 1623 Simpson St

**Age Eligibility:** 16

**Start Date:** 6/7/2021

**End Date:** 8/13/2021

**Pay Rate:** 10

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

**Hours per Week:** 30-37.5

**Description of Duties:** Process sales transactions

Calculate the cost of products or services

Accept payments

Calculate and return change when required by the payment method

Maintain adequate change denominations in the cash drawer and request additional change

Answer customer questions about products or services

Reconcile cash drawers and sales receipts

Report issues with equipment

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

Phones

**Desired Skills/Abilities:** Self starter, strong customer service and communication skills required. Ability to problem solve. General math skills. Cash handling.



**Job Code:** 44TE

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

**Job Title:** Temp Check/Food Distribution

**Location:** Levy Senior Center (300 Dodge Ave)

**Age Eligibility:** 16

**Start Date:** 6/8/2021

**End Date:** 8/13/2021

**Pay Rate:** \$8.50

**Type of Employment:** Part-Time

**Hours per Week:** 15-20

**Description of Duties:** Greeting Visitors, Temp Check as well as food distribution

**Tools/Materials Used in Job Duties:** Possible Computer skills

**Desired Skills/Abilities:** Strong Customer Service Skills who can multiple task if needed



**Job Code:** 12TE

**Organization:** YoFresh Yogurt Cafe

**Job Title:** TeamFresh Associate

**Location:** 635 Chicago Avenue

**Age Eligibility:** 17

**Start Date:** 6/8/2021

**End Date:** 9/3/2021

**Pay Rate:** \$9.00

**Type of Employment:** Part-Time

**Hours per Week:** 15-20

**Description of Duties:**

Assist staff in greeting customers, marketing products, cleaning environment, some cashing

**Tools/Materials Used in Job Duties:** Food Handler's permit

**Desired Skills/Abilities:** Strong customer service and communication skills



**Job Code:** 45CU

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

**Job Title:** Custodian

**Location:** Levy Senior Center (300 Dodge Ave)

**Age Eligibility:** 17

**Start Date:** 6/8/2021

**End Date:** 8/13/2021

**Pay Rate:** \$8.50

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

**Hours per Week:** 30-37.5

**Description of Duties:** Cleaning Facility

**Tools/Materials Used in Job Duties:** Power washer, Carpet Cleaner, Steel-Toed Boots, etc

**Desired Skills/Abilities:** Self Starter who can work independently with ability to multi task if necessary. Good customer service skills



**Job Code:** 28IN

**Organization:** Center of Concern

**Job Title:** In-Home Chore Aide

**Location:** 1665 Elk Blvd. Des Plaines, IL 60016

**Age Eligibility:** 18

**Start Date:** 6/8/2021

**End Date:** 8/14/2021

**Pay Rate:** \$13.00

**Type of Employment:** Part-Time

**Hours per Week:** < 10

**Description of Duties:** Assisting older and disabled adults with light housekeeping; yard work; grocery shopping; light meal preparation, etc.

**Tools/Materials Used in Job Duties:** Housecleaning supplies/Gardening Supplies/Vacuum

**Desired Skills/Abilities:** Strong time management skills/Ability to manage their own schedule/Punctuality/Accountability/Strong communication skills



**Job Code:** 32DA

**Organization:** McGaw YMCA Children's Center

**Job Title:** Day Camp Assistant Counselor

**Location:** 1420 N. Maple Ave.

**Age Eligibility:** 18

**Start Date:** 6/1/2021

**End Date:** 8/6/2021

**Pay Rate:** 14

**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 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 while building cooperative relationships with parents/caregivers 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
- 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, setting up activities, mealtimes and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts
- Must have strong leadership and diplomacy skills
- 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
- 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:** 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 liter. 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](mailto: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 materials.

**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 Service

**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:** 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 cleanness.

**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.



**Job Code:** 3CA

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

**Job Title:** Canoeing and Fishing Assistant

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

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

**Start Date:** 6/4/2021

**End Date:** 8/28/2021

**Pay Rate:** 8.5

**Type of Employment:** Part-Time

**Hours per Week:** 15-20

**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.
- Ensures safety and wellbeing of participants, including COVID restrictions, cleaning and sanitizing camp materials

**Tools/Materials Used in Job Duties:** • Recreational fishing equipment and general cleaning supplies

- Canoes and paddles
- PFDs
- General cleaning supplies (sanitizer, sprays, wipes, etc.)

**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:** 4CU

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

**Job Title:** Custodian Assistant

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

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

**Start Date:** 6/7/2021

**End Date:** 8/28/2021

**Pay Rate:** 8.5

**Type of Employment:** Part-Time

**Hours per Week:** 15-20

**Description of Duties:** Custodian assist will assist with Ecology Center 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

- General cleaning supplies (sanitizer, sprays, wipes, etc.)

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



**Job Code:** 5EC

**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:** 6/7/2021

**End Date:** 8/28/2021

**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

- General cleaning supplies (sanitizer, sprays, wipes, etc.)

**Desired Skills/Abilities:** • This is an outdoor position.

- Candidates must be willing and able to work outdoors in all weather conditions and
- Candidates must be able to lift 50lbs.
- Candidates should have an appreciation for the outdoors and gardening experience is preferred.



**Job Code:** 6FU

**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:** 6/4/2021

**End Date:** 8/28/2021

**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)
- Ensures safety and wellbeing of campers, including COVID restrictions, cleaning and sanitizing camp materials
- Help to facilitate camp activities including environmental education lessons, games, arts and crafts, 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.)
- General cleaning supplies (sanitizer, sprays, wipes, etc.)
- General sports equipment

**Desired Skills/Abilities:** • Experience working with young children

- Friendly and engaging with children and parents
- An interest in nature, biology, outdoors, recreation or arts and crafts



**Job Code:** 7HA

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

**Job Title:** Half Day Assistant Camp Counselor

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

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

**Start Date:** 6/4/2021

**End Date:** 8/28/2021

**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)
- Ensures safety and wellbeing of campers, including COVID restrictions, cleaning and sanitizing camp materials
- Help to facilitate camp activities including environmental education lessons, games, arts and crafts, 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.)
- General cleaning supplies (sanitizer, sprays, wipes, etc.)
- General sports equipment

**Desired Skills/Abilities:** • Experience working with young children

- Friendly and engaging with children and parents
- An interest in nature, biology, outdoors, recreation or arts and crafts



**Job Code:** 8PR

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

**Job Title:** Precare and Post Care Assistant Camp Counselor

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

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

**Start Date:** 6/4/2021

**End Date:** 8/28/2021

**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
- Ensures safety and wellbeing of campers, including COVID restrictions, cleaning and sanitizing camp materials

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

- General office tools
- General cleaning supplies (sanitizer, sprays, wipes, etc.)
- General sports equipment

**Desired Skills/Abilities:** • Experience or ability to work with children

- Friendly and engaging with children and parents
- An interest in nature, biology, outdoors, recreation or arts and crafts



**Job Code:** 9WI

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

**Job Title:** Wildflower Assistant Camp Counselor

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

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

**Start Date:** 6/4/2021

**End Date:** 8/28/2021

**Pay Rate:** 8.5

**Type of Employment:** Part-Time

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

**Description of Duties:** • Assists camp director with preparing camp activities

- Supervise campers (aged 3-4)
- Ensures safety and wellbeing of campers, including COVID restrictions, cleaning and sanitizing camp materials
- Help to facilitate camp activities including environmental education lessons, games, arts and crafts, 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.)
- General cleaning supplies (sanitizer, sprays, wipes, etc.)
- General sports equipment

**Desired Skills/Abilities:** • Experience working with young children

- Friendly and engaging with children and parents
- An interest in nature, biology, outdoors, recreation or arts and crafts





**Job Code:** 10CO

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

**Job Title:** Counselor 1

**Location:** Noyes Cultural Arts Center (927 Noyes St)

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

**Start Date:** 6/9/2021

**End Date:** 8/13/2021

**Pay Rate:** 8.75

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

**Hours per Week:** 30-37.5

**Description of Duties:** Counselor for a group of children

**Tools/Materials Used in Job Duties:** Scissors, paints, video cameras, other arts materials and supplies

**Desired Skills/Abilities:** Childcare experience, ability to analyze and write, experience in visual and/or performing arts



**Job Code:** 11AR

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

**Job Title:** Arts Camp Assistant

**Location:** Noyes Cultural Arts Center (927 Noyes St)

**Age Eligibility:** 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:** 20-30

**Description of Duties:** Familiarity with office procedures, Microsoft Office Suite, Google Office, interface with staff and campers, manage arts supplies orders and inventories

**Tools/Materials Used in Job Duties:** Computer, office supplies

**Desired Skills/Abilities:** Strong communication and organizational skills. Able to multi task and deal with competing priorities in a fast paced environment. Must adhere to all City policies and procedures with maturity and professionalism. Childcare and visual/performing arts experience preferred since these are Arts Camps and familiarity with arts and performing materials is necessary.



**Job Code:** 16LA

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

**Job Title:** Lakefront Gate Attendants

**Location:** Evanston Beach

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

**Start Date:** 6/5/2021

**End Date:** 9/6/2021

**Pay Rate:** \$11.00/hr.

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

**Hours per Week:** 30-37.5

**Description of Duties:** Responsible for the supervision of the admittance guidelines for entrance to the beaches.

Know and enforce all rules and regulations pertaining to the Evanston Lakefront; Attend staff training sessions; Collect all due monies and check beach tokens at the beach entrances; Balance all collected monies at the end of each shift

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

**Desired Skills/Abilities:** Dependable; Enjoy working with the public



**Job Code:** 18OF

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

**Job Title:** Office Assistant

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

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

**Start Date:** 6/14/2021

**End Date:** 8/20/2021

**Pay Rate:** \$8.50

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

**Hours per Week:** 30-37.5

**Description of Duties:** As an Office Assistant, you will be asked to;

- File paperwork
- Scan Documents
- Fax Documents
- Greet visitors
- Answer phones
- Assist customers with needs and questions
- Enter data into Microsoft Word, Excel or Google Docs

**Tools/Materials Used in Job Duties:** - Computers/ Chromebook

- Printer
- Scanner
- Fax machine
- Basic office supplies

**Desired Skills/Abilities:** - Customer service

- Written Communication
- Verbal communication
- Attention to detail
- Technology
- Independent
- Organization
- Time- management



**Job Code:** 19CA

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

**Job Title:** Camp Counselor I

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

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

**Start Date:** 6/14/2021

**End Date:** 8/20/2021

**Pay Rate:** \$8.50

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

**Hours per Week:** 30-37.5

**Description of Duties:** • Works along side the Lead Counselor

- Ensure the safety of campers at all times
- Prepare/ set up any activities with proper equipment
- Able to communicate effectively with lead counselors and other staff members
- Willing to fulfill and pursue the goals of the camp
- Encourage participation, teamwork from campers
- Report to work/ meetings and from scheduled breaks on time
- Reports/ fills out incident and accident forms properly
- Ability to work and facilitate outdoors during the summer

**Tools/Materials Used in Job Duties:** Sports equipment (balls, nets, rackets, scooter, ropes, bats, etc.)

Arts & crafts supplies (brushes, paint, scissors, paper, etc.)

**Desired Skills/Abilities:** - Has a desire to work with children

- Has a positive energy
- Willing to run, jump, get dirty, engage with campers during camp days
- Verbal/ written communication
- Leadership
- Self- starter
- Focused
- Creative
- Determined
- Patience
- Problem solving
- Teamwork
- Responsibility



**Job Code:** 25SU

**Organization:** Ridgeville Park District

**Job Title:** Summer Camp Counselor

**Location:** 908 Seward St

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

**Start Date:** 5/29/2021

**End Date:** 7/30/2021

**Pay Rate:** 8.25

**Type of Employment:** Part-Time

**Hours per Week:** 20-30

**Description of Duties:** lead games, engage with kids, maintain safety, team work

**Tools/Materials Used in Job Duties:** craft supplies, sports equipment, games

**Desired Skills/Abilities:** Must work well with a team, have a positive attitude, practice inclusion and be sensitive to the needs of individual campers, experience working with special needs is a plus



**Job Code:** 26SA

**Organization:** C&W MARKET AND ICE CREAM PARLOR

**Job Title:** Sales Associate

**Location:** 1901 CHURCH STREET

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

**Start Date:** 6/8/2021

**End Date:** 8/14/2021

**Pay Rate:** 9

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

**Hours per Week:** 20-30, 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 ice cream, prepare and serve deli items, restock inventory and, maintain store appearance and cleanliness.

**Tools/Materials Used in Job Duties:** Basic computer skills required for Point-of-Sales system.

**Desired Skills/Abilities:** Strong customer service and communication skills. Food handling certificate must be acquired before start date. Passion for culinary work and a self-starter.



**Job Code:** 42CI

**Organization:** The Actors Gymnasium

**Job Title:** Circus Camp Counselor

**Location:** 927 Noyes St, Suite 110

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

**Start Date:** 6/14/2021

**End Date:** 8/6/2021

**Pay Rate:** \$11.00

**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

**Tools/Materials Used in Job Duties:** Trapeze, aerial silks, tightrope, stilts, juggling clubs, rolling globe, Spanish web, unicycle, lyra

**Desired Skills/Abilities:** Key skills are the knowledge of circus 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:** 43DI

**Organization:** School for Little Children of Evanston

**Job Title:** Director

**Location:** 1427 CHICAGO AVE

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

**Start Date:** 6/14/2021

**End Date:** 7/22/2021

**Pay Rate:** \$13.00/hour

**Type of Employment:** Part-Time

**Hours per Week:** < 10

**Description of Duties:** Support teachers in a classroom/camp setting working with children ages 3-5. Set up activities, clean up, engage with Children through play, go to the playground, etc.

**Tools/Materials Used in Job Duties:** Art materials, toys, gym equipment (balls, etc.)

**Desired Skills/Abilities:** Enjoy interacting with children, must follow Covid-19 health & safety protocols!, self-starter, maintaining confidentiality, will be under the guidance of a lead teacher.



**Job Code:** 46TH

**Organization:** Piven Theatre Workshop

**Job Title:** Theatre Camp Counselor

**Location:** 927 Noyes; Evanston, IL 60201; Suite 104

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

**Start Date:** 6/11/2021

**End Date:** 8/6/2021

**Pay Rate:** Minimum Wage

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

**Hours per Week:** 30-37.5

**Description of Duties:** Greeting campers in the morning and assisting with check-in; Supervising campers; Playing theatre games, facilitating theatre exercises, and demonstrating leadership in games/exercises; Assisting lead teachers with "classroom" management; Monitoring students' breaks and lunch break; Assisting with end-of-day pick-up; Provide general assistance to lead teachers; Assist with end-of-day breakdown/tidy-up; Check in with supervisor/lead teacher about lesson plans

**Tools/Materials Used in Job Duties:** Comfortable, sturdy shoes and clothes that allow for freedom of movement for purposes of participating in theatre activities; computer access for any (minimal) check-in about lesson plans and prep

**Desired Skills/Abilities:** Enthusiasm for working with children; Self starter; Excellent communication skills; Maintaining confidentiality is mandatory in this role; Good collaborator; Willingness to try new things; Theatre and/or improv experience is a plus, but not necessarily a requirement (we just ask that camp counselors have an open mind and attempt exercises)



**Job Code:** 14SP

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

**Job Title:** Sports Camp Counselor I

**Location:** Chandler - Newberger Center (1028 Central St)

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

**Start Date:** 6/7/2021

**End Date:** 8/13/2021

**Pay Rate:** 8.5

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

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

**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.

**Supervision:**

Under the supervision of the Camp Director and Program Coordinator.

**Essential Function(s) – Task Statements:**

- Attend staff training sessions---Up to 10 hours, these dates will be set at a later date, but will be sometime at the end of May or early June.
- Assist in the instruction of program activities and games for camp participants.
- Responsible for the safety of individuals in camp.
- Responsible for effective and appropriate communication to caregivers regarding participant progress and behavior within program setting.
- Attend staff meetings as scheduled by camp director/program manager.
- Ensure all participants are properly dismissed to caregiver using the approved attendance method provided.
- Responsible for care and maintenance of camp equipment and storage areas.
- Complete written reports such as accident, incident and others as necessary on a timely basis
- Communicate to supervisor(s) if there are problems or issues needing special attention.
- Performs other duties as assigned by camp director, camp assistant directors, and/or Camp Counselor II as assigned.
- Assist with the supervision of volunteers and LIT participants.

**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:

A. pen, pencil, ruler, blueprints, charts, contracts, diagrams, directives, documents, forms, manuals, publi

**Desired Skills/Abilities: Specifications:**

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

4. Degree of Physical Demands (strength) usually associated with the essential functions of this classification:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

5. Type of physical demands usually associated with the essential functions of this classification:

Reaching: extending hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, turning, or otherwise working with hands.

Talking: Expressing or exchanging ideas by means of the spoken word.

Hearing: perceiving the nature of sounds.

Feeling: perceiving attributes of objects such as size, shape, temperature or texture.

Tasting/Smelling: distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.

Climbing: Ascending or descending ladders, stairs, ramps, embankments, and the like using feet and legs and/or hands and arms.

Balancing: Maintaining body equilibrium to prevent falling when walking,

standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

Stooping: bending body downward or forward by bending spine at the waist.

Kneeling: bending legs at knees to come to a rest on knee(s)

Crouching: bending the body downward and forward by bending leg(s) and spine.

Crawling: moving about on hands and knees or hands and feet

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. acuity-far: clarity of vision at 20 feet or more

b. acuity-near: clarity of vision at 20 inches or less

c. depth perception: ability to judge distance and space relationships so as to see objects where and as they actually are

d. field of vision- observing an area that can be seen up and in a given point

e. accommodation- adjustment of the lens of the eyes to bring an object into a sharp focus, especially important when doing near-point work at varying distances from the eye

f. color vision- ability to identify and distinguish colors

6. Working conditions usually associated with this classification:

The worker is subject to working on feet while conducting games and activities. Occasional heavy lifting of program equipment may be necessary.

7. Environmental conditions (physical surroundings) usually associated with this classification:

Work environment includes recreation centers, gymnasiums, multipurpose rooms, kitchens, swimming pools, athletic fields, parks, playgrounds, office space, conference rooms, beaches, and field trip sites.

8. Environmental conditions (hazards) usually associated with this classification:

The worker is subject to inside environmental conditions approximately 25% of the time and outside work 75% of the time, no effective protection from the weather conditions or temperature changes.



**Job Code:** 2IN

**Organization:** City of Evanston - Administrative Services

**Job Title:** Information Technology Aide

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

**Age Eligibility:** 17, 18

**Start Date:** 6/7/2021

**End Date:** 8/13/2021

**Pay Rate:** \$15

**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:** 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:** 41CU

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

**Job Title:** Custodian Assistant

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

**Age Eligibility:** 17, 18

**Start Date:** 6/7/2021

**End Date:** 8/13/2021

**Pay Rate:** \$8.50

**Type of Employment:** Part-Time

**Hours per Week:** 30-37.5

**Description of Duties:** Work involves the performance of general custodial maintenance. 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.

**Tools/Materials Used in Job Duties:** Steel toed Boots, custodial cleaning tools/equipment

**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.