



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: 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. Power tools such as power washers, drills will be used.

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, screwdrivers, saws, etc).
- No experience with any of these tools is necessary. We will train you! :-)
- Clothing appropriate for safe urban agriculture. (Examples: water bottle, closed toe sturdy athletic or workboot type footwear, layers of clothing to adjust for the weather, a sun-hat & sunscreen).

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 needed to complete the program such as educational materials, audio/visual aids, handouts, and resource sheets.

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: 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.



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

Summer Camp



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, publications, reference books, schedules, and specifications.

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.