



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: 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: 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: 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: 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: 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.



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: 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: 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: 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: 30SO

Organization: Curt's Cafe Evanston

Job Title: Social Worker/Case Management

Location: 2922 Central

Age Eligibility: 14

Start Date: 6/7/2021

End Date: 8/16/2021

Pay Rate: \$6.25 (Tax Free Stipend)

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

Hours per Week: 20-30

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

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

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



Job Code: 17PA

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

Job Title: Park Assistant

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

Age Eligibility: 14, 15, 16

Start Date: 6/14/2021

End Date: 8/20/2021

Pay Rate: \$8.50

Type of Employment: Part-Time

Hours per Week: 15-20

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

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

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

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

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



Job Code: 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