



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: 44348

End Date: 44414

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: 38CA

Organization: Family Focus Evanston

Job Title: Camp Counselor

Location: 2010 Dewey Ave

Age Eligibility: 15, 16, 17, 18

Start Date: 44361

End Date: 44414

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: 42CI

Organization: The Actors Gymnasium

Job Title: Circus Camp Counselor

Location: 927 Noyes St, Suite 110

Age Eligibility: 16, 17, 18

Start Date: 44361

End Date: 44414

Pay Rate: 11

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: 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: 44354

End Date: 44436

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: 44354

End Date: 44421

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: 44354

End Date: 44421

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: 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: 44317

End Date: 44506

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: 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: 44352

End Date: 44445

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: 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: 44351

End Date: 44436

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: 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: 44351

End Date: 44436

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: 44351

End Date: 44436

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: 44351

End Date: 44436

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: 44351

End Date: 44436

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