



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: 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: 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: 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: 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: 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: 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: 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: 1AS

Organization: North Suburban YMCA

Job Title: Assistant Camp Counselor

Location: 2705 Techny Rd Northbrook, IL 60062

Age Eligibility: 15

Start Date: 6/7/2021

End Date: 8/13/2021

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

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

Hours per Week: 15-20, 20-30, 30-37.5

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

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

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

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

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

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

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

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

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

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

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



Job Code: 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: 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: 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: 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: 33YO

Organization: YWCA Evanston Northshore

Job Title: Youth Leader

Location: 1215 church street

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

Start Date: 6/8/2021

End Date: 8/14/2021

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

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

Hours per Week: 30-37.5

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

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

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

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

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



Job Code: 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: 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: 3CA

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

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: 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