

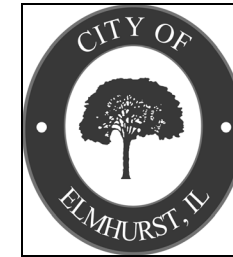
**Thank you for coming to the  
Teen Job / Volunteer Fair.**

**Thank you to all the companies and organizations  
who support the teens in our community:**

AccentCare	Girl Scouts of Greater Chicago and Northwest Indiana
Access Sports	Giving DuPage
Aqua-Guard Management	Great American Exteriors
Bensenville Park District	Hinsdale Humane Society
Blazio Sports	Illinois Community for Displaced Immigrants
Casa Scalabrini Village / Compass Group / Touchpoint	Illinois Energy Windows and Siding
Chicagoland Pool Management	Jewel Osco
Chick-Fil-A	
Code Ninjas	Kilwins Elmhurst
Culver's of Elmhurst	Kimmer's Ice Cream
DuCap	Kumon of Elmhurst North
DU-COMM	Lizzadro Museum
DuPage Pads	NaperSettlement
DuPage Sr Citizens Council	NEDSRA
Elmhurst Great Western Prairie Volunteers	Oakbrook Terrace Park District
Elmhurst History Museum	Office Depot / Office Max
Elmhurst Park District	Park Place of Elmhurst
Elmhurst Public Works	Poised for Success
Elmhurst Symphony Orchestra	Readers Ignite
Elmhurst Presbyterian Church & Elmhurst Pride Collective	Sheet Metal Workers Local 73
Elmhurst Public Library	SportsKids
Elmhurst YMCA	State Farm—David Mordis
Emerald City Music Productions	Superior Air Ground Ambulance
Forest Preserve District of DuPage County	Tourette Syndrome Camp USA
	Village of Villa Park
	We Pop Up

# Elmhurst Commission on Youth 2023 Teen Job / Volunteer Fair

**Wednesday, March 22  
York High School Commons  
3:05 to 6:00 pm**



**Sponsored  
by**

**Elmhurst CUSD 205  
Elmhurst Junior Women's Club  
Elmhurst Park District  
Elmhurst Public Library  
Elmhurst YMCA  
Kiwanis Club of Elmhurst**

# Elmhurst Commission on Youth

## Welcome to the Teen Job / Volunteer Fair

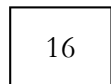
The goal of this event is to provide high school and middle school students a convenient way to connect with companies and organizations that hire teens and provide volunteer opportunities for teens.

Each business listing includes the minimum age requirement, summer or year-round employment / service opportunities, types of positions available, specific skills or experience needed in order to be hired or volunteer and contact information for each business. (Table numbers correspond to map listing on page 3.)

The following pages offer some tips for interviewing and filling out your job application.

The College and Career Center will be open for computer usage during the Job Fair.

### Key



Minimum age requirement



Year-round work available



Seasonal work available

**Mission Statement:** the Elmhurst Commission on Youth will advocate for positive opportunities which promote the health and well-being of youth in our community.

**Vision Statement:** In a visionary and advisory role to the City, the Commission on Youth is the common thread connecting youth serving organizations to promote the health and well-being of youth in our community.

### Goals:

- To create, support and encourage a vibrant and sustainable partnership of youth-serving organizations in the Elmhurst community, in order to identify the “gaps, traps and overlaps” in service to Elmhurst youth and their families.
  - Network city-wide with youth service providers
  - Maintain and update Commission on Youth page of the City website
- To actively engage our youth through the development of city-wide programs and events promoting meaningful involvement in the community
  - Events (Exemplary Youth Service awards, job fair/ volunteer fair, drug awareness/prevention, bullying prevention, peer/social issues, and emotional well-being.)
  - To improve and enhance two-way communication and awareness of both the needs of our youth, as well as their invaluable and unique perspective with representation of youth organizations serving on the commission.

City of Elmhurst  
 Commission on Youth  
 would like to thank everyone for  
 participating and attending today.

**Commissioners**

- Kim Brigman
- Patty McKernan
- Rick Mojek
- Lisa O'Halloran
- Joanne Lamb
- Kevin O'Reilly
- Derek Schlager
- Mary Smith
- Gretchen Sylvester
- Jackie Tamer
- Sheila Wright
- Anne Zimmer
- Tonya Daniels (ex-officio)
- Marti Deuter (ex-officio)
- Tim Jorgensen (ex-officio)
- Joan Velez (ex-officio)

1	State Farm - David Mordis	26	Tourette Syndrome Camp USA
2	Elmhurst YMCA	27	DuCAP
3	Girl Scouts of Greater Chicago and Northwest Indiana	28	Depage Senior Citizens Council
4	Code Ninjas	29	Giving DuPage
5	Kumon of Elmhurst North	30	Elmhurst Presbyterian Church & Elmhurst Pride Collective
6	SportsKids	31	Elmhurst History Museum
7	Elmhurst Park District	32	Elmhurst Symphony Orchestra
8	Elmhurst Park District	33	DuPage Pads
9	Culver's of Elmhurst	34	Elmhurst Great Western Prairie Volunteers
10	Oakbrook Terrace Park District	35	Hinsdale Humane Society
11	Village of Villa Park	36	Lizzadro Museum
12	IL Energy Windows and Siding	37	Sheet Metal Workers Local 73
13	Kilwins Elmhurst	38	DJ-COMM
14	Bensenville Park District	39	Emerald City Music Productions
15	Park Place of Elmhurst	40	Poised for Success
16	Forest Preserve District of DuPage County	41	We Pop Up
17	NEDSRA	42	Illinois Community for Displaced Immigrants (ICDI)
18	ChicagoLand Pool Management	43	Great American Exteriors
19	Chick-FIL-A	44	Blazio Sports
20	Jewel-Osco	45	Readers Ignite
21	Casa Scalabrini Village/Compass Group / Touchpoint	46	Superior Air Ground Ambulance
22	Aqua-Guard Management	47	Elmhurst Public Works
23	Elmhurst Public Library	48	Office Depot / Office Max
24	AccentCare	49	NaperSettlement
25	Access Sports	50	Kimmer's Ice Cream

Cafeteria

West

29	28	27	26	25	24	23	45	46
30	31	32	33	34	35	36	47	48
43	42	41	40	39	38	37	49	50
44	43	42	41	40	39	38	37	49

East

16	22	21	20	19	18	17
15	9	10	11	12	13	14
8	1	2	3	4	5	6
7	1	2	3	4	5	6

Youth Job / Volunteer  
 Fair  
 2.0.2.3


College &  
 Career Center  
 Open

Job  
 Opportunity

Volunteer  
 Opportunity

Both  
 Opportunities

QR Code to access book



## Questions to Consider When Seeking Employment

### Where do you want to work?

- Outside: pool, golf course, camp, etc.
- Inside: office, restaurant, store, etc.

### What type of work do you enjoy?

- Clerical, physical labor, child care, food service, etc.

### What type of work are you qualified for?

- Do you have unique skills or previous experience in certain area?

### How will you get to and from work?

- Walk, borrow a family car, drive, etc.

### How many hours do you have available to work each week?

- Have you considered your school and extra-curricular activities?

### Do you have a work permit?

- If you are a minor, ages 14 or 15, you are required by law to obtain an approved work permit from your school. Obtain the job first then request a work permit for your employer to fill out.
- If you are 16 or 17, an employer may ask for proof of age.

### Do you have references?

- A reference should be someone who knows you well enough and can speak to your potential employer.
- References can include a teacher, a scout leader, previous employer or neighbor—references should NOT include family members.
- In all cases, ask permission before you use them as a reference.

## City of Elmhurst Commission on Youth 2023 Job / Volunteer Committee

Kim Brigman – Elmhurst Junior Women’s Club

Mary Smith – Elmhurst Public Library

Patty McKernan – Kiwanis Club of Elmhurst

Tonya Daniels – Elmhurst CUSD 205

Derek Schlager – Elmhurst YMCA

Jackie Tamer—City of Elmhurst  
Commission on Youth

We wish to thank everyone for  
attending the Fair

## Tips for Interviewing

### Top Tips for Interviewing:

- Arrive on time or early
- Dress appropriately—be clean, well-groomed and no gum
- Turn OFF your cell phone
- Smile, offer a firm handshake and make eye contact
- Write neatly on the job application in blue or black pen
- Whether filling out a paper application or on line, make sure words are spelled correctly
- Bring a resume that includes your personal information (education, previous employment experience, activities, address and phone number)
- Speak clearly and use proper English—avoid “um, like, or er”
- Use good manners and be polite
- Ask questions about the company and the job responsibilities
- Thank the prospective employer for his/her time and ask about the follow-up process (i.e. when you should check back?)

### Improve your interviewing skills by practicing your answers to potential questions with parents, friends or other trusted adults:

- Tell me about yourself.
- How would your teachers describe you?
- Why should I hire you over the other students waiting to be interviewed?
- Tell me about a time you had a problem and solved it.
- What do you like best about school.
- What motivates you?

### Top qualities employers look for:

- Communication skills (verbal and written)
- Honesty and integrity
- Teamwork skills
- Strong work ethic
- Motivation and initiative
- Flexibility and adaptability
- Analytical, computer and organizational skills

## 1—State Farm—David Mordis

16

FT

### Employment Positions Available:

Title: Auto Sales Business Development Representative

We are seeking a motivated and results-driven individual to join our team as an Auto Sales Business Development Representative. In this role you will be responsible for generating new sales opportunities through outbound phone calls to potential customers.

### Skills and Experience Required:

1+ years of sales experience, preferably in auto sales or similar industry. Excellent verbal skills and a strong phone presence.

Proven ability to build and maintain relationships with potential customers. Self-motivated and goal-oriented, with a strong desire to succeed. Familiarity with CRM systems and basic computer skills. Availability to work flexible hours, including some weekends. Must have a valid driver's license.

### Position Duties:

Move outbound calls to perspective customers to identify opportunities for selling vehicles. Build and maintain relationships with potential customers including following up on leads and nurturing relationships with potential customers. Collaborate with the sales team to ensure that all opportunities are fully qualified and properly entered into the sales pipeline. Consistently meet or exceed daily, weekly and monthly sales goals. Update customer information and sales activities in our CRM system. Stay up-to-date on industry trends and product knowledge to better assist customers.

### Contact Information:

State Farm—David Mordis  
David.mordis.yzlk@statefarm.com  
253 N York St  
Elmhurst, IL 60126  
Www.davidmordis.com

## 50—Kimmer's Ice Cream

15 for Training  
16 for Hire

### Employment Positions Available (evenings and weekends):

Counter Staff

Team Lead Positions

### Requirements and Qualifications:

Positive Attitude

Enjoys talking to the public

Initiative and willingness to learn

Cash handling experience and / or customer service experience a plus

### Responsibilities:

Customer Service

Cleaning

Making cakes and novelties

Scooping

Team Work

### Contact information:

Kimberly Yates

kimmer@kimmersicecream.com

110 W. Park Ave, Elmhurst, IL 60126—630-903-6618

1 W. Illinois St, St. Charles, IL 60174—630-762-9480

109 E Front St, Wheaton, IL 60187—630-765-7704

Kimmersicecream.com

## 49—Naper Settlement

4th grade and up depending on position

### **Volunteer Opportunities Available:**

Special Events Volunteer—greeter, gate monitor, advance ticket taker, beverage ticket sales, bag check, ID check.

Education Volunteer—Wear historical costumes, demonstrate activities from the past or tell a good story—4th grade and up

Curatorial Volunteers

Buildings and Grounds Volunteers

Weed Ladies Volunteers

Administrative Volunteers

### **Contact information:**

[Napersettlement.org/volunteer](http://Napersettlement.org/volunteer)

## 2—Elmhurst YMCA

15+

S / YR

PT / FT

### **Employment Positions Available:**

Summer Camp Counselors

Sports Instructors

Lifeguards

Swim Instructors

### **Skills or Experience Required:**

Varies by position.

### **Contact Information:**

Derek Schlager

[dschlager@ymcachicago.org](mailto:dschlager@ymcachicago.org)

211 W. First St

Elmhurst, IL 60126

[www.elmhurstymca.org](http://www.elmhurstymca.org)

## 3— Girl Scouts of Greater Chicago and Northwest Indiana

17

S

FT/PT

### Employment Positions Available:

#### Summer Camp Counselor and Summer Camp Lifeguard

Day Camps are Camp Greene Wood in Woodridge, IL and Camp Palos in Palos Park, IL. Day Camp staff work Monday–Friday from 7am to 5pm.

Resident Camps are Camp Butternut Springs in Valparaiso, IN and Camp Juniper Knoll in East Troy, WI. Resident Camp staff work Sunday 11am–Friday 10pm. Room and board are provided. Sleeping accommodations vary and include platform tents, yurts and lodges.

### Skills or Experience Required:

Be able to demonstrate or participate in camp activities as they supervise and instruct campers; ability to walk, sit, climb, kneel, crouch, stoop and stand. Be able to move items (such as canoes, archery and sports equipment, craft supplies, firewood and food deliveries) around; assist with relocation and storage of camp equipment; mobility to push, lift, pull and carry items up to 25 pounds. Maintain constant supervision of campers for the full length of the summer camp season, the ability to observe and hear what campers are doing and saying; remain alert, friendly, courteous, and patient. Identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alarm or bell.

### Position Duties:

Camp Counselors are responsible for the supervision of campers and delivery of learning experiences; response for the overall well-being of campers and for communication and problem-solving with coworkers and campers. Facilitate outdoor programs including arts and crafts, nature study, theatre, sports, water activities, off-site trips.

Lifeguards provide supervision at the camp's aquatic facilities and off-site locations.

**Contact Information:** Margaret Gawlik  
mgawlik@girlscoutsgcnwi.org  
20 S Clark, Suite 200  
Chicago, IL 60603

[Girlscoutsgcnwi.org/en/camp/ways-to-camp.html](https://www.girlscoutsgcnwi.org/en/camp/ways-to-camp.html)

## 48—Office Depot Office Max

### Employment Positions Available:

#### Part-time Retail Sales Associate

### Requirements and Qualifications:

High school diploma or equivalent preferred, retail experience preferred, good interpersonal and communications skills, basic computer skills, ability to process information/merchandise through POS register system.

### Responsibilities:

Provide exceptional customer service by performing duties as cashier, provides logistics support, stocking, restocking, down stocking, inventory control, cleaning the store and protecting company assets.

### Contact information:

Dan E  
ods03376cpc@officedepot.com  
17W693 Roosevelt Rd  
Oakbrook Terrace, IL 60181

<https://jobs.officedepot.com/jobs/11916479-part-time-retail-sales-associate>



# 47—Elmhurst Public Works

## Department

16

S

FT

### Employment Positions Available:

Opportunity to gain hands-on public works experience  
Exposure to a variety of projects

### Requirements and Qualifications:

Currently enrolled in a high school or undergraduate college program  
Ability to perform physical labor for extended periods in all weather conditions  
Ability to lift or carry 50 pounds with occasionally up to 100 pounds with assistance  
Ability to understand and follow oral and written instructions  
Have a valid driver's license

### Responsibilities:

Perform manual labor tasks, equipment operation and maintenance activities  
Tasks include the construction, repair and maintenance of municipal streets, sidewalks, buildings, electrical systems, storm drainage facilities, landscaping, and trees.

### Contact information:

[elmhurst.org/jobs](http://elmhurst.org/jobs)

# 4—Code Ninjas

15+

YR

FT / PT

### Employment Positions Available:

Coding Instructors and Camp Counselors

### Skills or Experience Required:

Must have some knowledge of coding and/or technology savvy and keen to learn. Must be reliable/responsible and enjoys working with children as an individual and as a team player.

### Position Duties:

Oversee children's safety during camp, assisting / guiding / instructing campers as needed with their specific games building / creation (depending on the camp). Providing guidance and instruction to students learning to code.

### Contact Information:

Code Elmhurst  
[elmhurstil@codeninjas.com](mailto:elmhurstil@codeninjas.com)  
579-581 N York St  
Elmhurst, IL 60126  
[Codeninjas.com/locations/il-elmhurst](http://Codeninjas.com/locations/il-elmhurst)

## 5— Kumon of Elmhurst

16

PT

YR

### Employment Positions Available:

3 positions available

### Skills or Experience Required:

Excellent math and reading skills, great with kids, strong communication

### Position Duties:

Grading homework and helping students from K–6th grade

### Contact Information:

Madhuri Agrawal  
Elmhurstnorth\_il@kumon.com  
420 North York Road  
Elmhurst, IL 60126  
Kumon.com/elmhurst-north-il

## 46—Superior Air Ground Ambulance

18

### Employment Positions Available:

Interfacility transports  
Medicial / Non-medical

### Skills, Qualities or Experience Required:

No experience required

### Contact information:

Savannah Gilgenberg  
sgilgenberg@superiorambulance.com  
395 W Lake St  
Elmhurst, IL 60126  
emsjobs.org

## 45-Readers Ignite

### Purpose of Organization:

Readers Ignite is a literacy-focused charity working to break the cycle of illiteracy by connecting at-risk children in the Chicago area to reading resources and spreading awareness.

### Volunteer Positions Available:

Help promote literacy to at-risk children in the Chicago area.

### Skills and Experience Required:

N/A

### Contact Information:

Carolyn Corillo  
855 Fairfield Ave  
Elmhurst, IL 60126  
Readersignite.business.site

## 6—SportsKids, Inc

15+

PT

S / YR

15 year old must have work permit

### Employment Positions Available:

Part Time Sports Coaches

### Skills or Experience Required:

Must be reliable, enjoy working with children and able to work days and/or evenings. Knowledge of sports and experience with teaching children a plus but willing to train the right candidate

### Position Duties:

Teach youth sports classes and camps

### Contact Information:

Laura Heidelberger  
Laura.sportskids@gmail.com  
1307 W. Lake St #306  
Addison, IL 60101

## 7— Elmhurst Park District

15

YR/ S

PT

### Employment Positions Available:

Assistant Athletic Class Instructor	Tennis Assistant
Assistant Coach for Girls	Admissions Staff—Pools
Competitive Gymnastics	Camp Canteen Funseekers Teen
Athletic Class Instructor	Camp Counselor
Athletic Site Supervisor	Camp Director
Early Childhood Instructor II	Early Childhood Instructor II-Camp
Inclusive Aide	Funseekers Day Camp Counselor
Preschool Instructor	Funseekers Day Camp Assistant Director
Rec Station Site Director	Funseekers Day Camp Counselor
Rec Station Assistant Director	Guest Services—Outdoor Pools
Rec Station Leader I and II	Guest Services—The Hub
Recreation Gymnastics Instructor	Lifeguard
Facilities Staff	Sports Camp Counselor
Group Exercise Instructor	Swim Lessons Instructor
Service Desk Staff	Marketing Intern
Tennis Pro	Event Staff

### Position Duties and Skills:

Customer service experience, general knowledge of sports for the Athletic positions, ability to swim for Lifeguard and Swim instructor positions.

### Contact information:

Catalina Galvan  
cgalvan@epd.org  
375 W First St  
Elmhurst, IL 60126  
www.epd.org

## 44—Blazio Sports

14

### Employment Positions Available:

Sports Film Editors

### Position Duties:

Editing sports film

Work from home

Learn editing and entrepreneurship

### Skills, Qualities or Experience Required:

No experience required

### Contact information:

Tom Lee  
Tom.lee@blaziosports.co  
924 S Hillside Ave  
Elmhurst, IL 60126  
blaziosports.co

## 43—Great American Exteriors

14

### Employment Positions Available:

Marketer

### Position Duties:

Telemarketing—Calling prospects to set up free estimates.

Working events—Talking face to face to set up free estimates.

Canvassing—Introducing our company to neighbors of homes. We are currently working to set up free estimates.

### Skills, Qualities or Experience Required:

None required.

Positive personality and communication skills preferred.

### Contact information:

Carlos Shoemaker  
cshoemaker@gramex.com  
470 Spring Road  
Elmhurst, IL 60126  
gramex.com

## 8—Elmhurst Park District

15+

PT

Note: Minimum age varies by position

### Purpose of Organization:

Our mission is to enrich lives while having fun!

### Volunteer Positions Available:

Various volunteer opportunities assisting with programs for seniors and children of all ages

### Skills, Qualities or Experience Required:

Ability to communicate clearly with the public.

Must be able to lift 25 pounds.

Enjoy working with children and their families

### Position Duties:

Varied based on volunteer role

### Contact information:

Catalina Galvan  
cgalvan@epd.org  
375 W First St  
Elmhurst, IL 60126  
www.epd.org

## 9—Culver’s of Elmhurst

15 with work permit

### Employment Positions Available:

Team Member opportunities in front and back of house

### Position Duties:

Cashier, using grill or fryers, drive through

### Skills, Qualities or Experience Required:

No experience required. Willingness to learn and help guests and team members.

### Contact information:

Cheryl Opferman  
Cherylopferman@gmail.com  
148 N. York Street  
Elmhurst, IL 60126  
Culvers.com

## 42—Illinois Community for Displaced Immigrants (ICDI)

N/A

### Purpose of Organization:

Non-profit organization providing essential services to newly arrived asylum seeking families.

### Positions Available:

Chicago Immigrant Transit Assistance (CITA) Warehouse volunteer

### Skills and Experience Required:

Detail oriented  
Organizational skills  
Interpersonal skills

### Position Duties:

Assist with preparing and organizing essential materials for asylum seekers.

### Contact Information:

Santiago Pardo  
spardo@icdichicago.org  
303 East Wacker Drive #2108  
Chicago, IL 60601  
icdichicago.org

## 41—We Pop Up

N/A

### Purpose of Organization:

Pop up to help local families with household items and furniture

### Positions Available:

Do a diaper drive in your neighborhood, volunteer to host a pop up, or just be on text chain where we “pop up” with volunteer opportunities

### Skills and Experience Required:

None

### Position Duties:

Varies

### Contact Information:

Emily Bastedo  
Emily.t.bastedo@gmail.com  
954 S Fern Ave  
Elmhurst, IL 60126  
Facebook—We Pop Up Elmhurst

## 10—Oakbrook Terrace Park District

17+

### Employment Positions Available:

Summer camp counselors (at the Nature Center and Heritage Center). Camp Counselors at Heritage Center must be at least 17 and at Lake View Nature Center at least 18.

### Position Duties:

Attend mandatory staff orientations, meeting and training through the summer.

Instruct assigned camp programs competently and reliably.

Develop and maintain effective public relations/communications with co-workers, campers and parents.

Lead various camp activities

Clean and maintain program area

Ensure the safety and well being of all campers

Provide a positive and encouraging teamwork atmosphere.

### Skills, Qualities or Experience Required:

The Camp Counselor should have a background in camps settings, youth programming and has or is striving for a bachelor’s degree in education, physical education, health or a similar area. One year of experience working in a camp setting is preferred.

### Contact information:

Mary Swade  
recreationsupervisor@obtpd.org  
15325 Ardmore Ave  
Oakbrook Terrace, IL 60517  
Obtpd.org

## 11—Village of Villa Park

16

### Positions Available:

Multiple pool positions, lifeguard, summer camp, public works summer time help

Volunteer—Spring Sweep Recycling event

### Skills and Experience Required:

Life guard certification

### Position Duties:

Multiple positions, multiple duties

### Contact Information:

Suzanne M. Earl, CPRP CPO AFO  
searl@invillapark.com  
338 N Iowa Ave  
Villa Park, IL 60181  
invillapark.com

## 40—Poised for Success

Under 17 needs parent approval  
17+

### Purpose of Organization:

Poised For Success provides beautiful interview clothing, assists in building self-esteem and soft skills, as well as referrals to other local social service organizations. We assist veterans having served our Country and transitioning to the civilian workforce, those who identify in female clothing, domestic violence survivors and single moms. Our services are free and provided through an agency referral.

### Positions Available:

Help sort and inspect through donations, prepare donations for clients, help merchandising, general office cleanup.

### Skills and Experience Required:

Volunteers who are energetic and flexible to take on whatever tasks are needed.

### Position Duties:

Volunteer

### Contact Information:

Gail Foster  
poisedforsuccess@sbcglobal.net  
312 S. Westmore-Meyers Rd  
Lombard, IL 60148  
poisedforsuccess.org



## 39-Emerald City Music Productions

16

### Volunteer Positions Available:

Video editing (a public television show, a social media newscast, commercials, music videos)

Marketing—Graphic Design/Layout students to help with CD and DVD covers/ inserts, posters, fliers, leaflets, show programs, T-shirt decals

Marketing—writing and sending out press releases, announcements on event listing sites, social media postings, reaching out to local area radio for scheduling interview.

Production-student to help with researching and sourcing materials for various projects, helping on the set with setup, equipment and assisting with the audience and artists. Can help with running various pieces of equipment in the Library's maker lab—things needed for shows, i.e. printing programs, banners, T-shirt decals, and more.

Advertising—sales

Administrative—typing/emails/letters, checking chats/emails/phone messages for scheduling, responding to and supporting sales emails and requests, phone calls

Sound/Lighting person to help at shows and events with setting up a small portable sound system, doing a sound check, and running the board during the show, setting up lighting and stage props/décor.

Data Entry Clerk-someone who loves to enter data into databases

Legal Intern-someone who would like to get their feet wet in working with preparing papers for copyrighting songs, texts, images, videos and more. Help prepare paperwork for Trade marking brands and Service marks.

### Skills and Experience Required:

Who can work quickly, creatively and accurately per instructions, and is fast, accurate, and precise and can easily conceptualize how the databases work together. Knows Excel, involves detail mindedness, patience and willingness to make photocopies of items, research hard drives to find certain items they need for the registrations and can think clearly and strategically.

### Contact Information:

Barb Sorensen

emcy.interns@gmail.com

440 W Colfax, Unit 126

Palatine, IL 60078

Facebook.com/emeraldcitymusic.pl

## 12—Illinois Energy Windows and Siding

16

### Employment Positions Available:

Face-to-Face Marketing

Phone room appointment scheduling

### Skills or Experience Required:

Communications

### Position Duties:

Generating qualified leads for the company

### Contact Information:

Jeffrey Dunn

jdunn@illinoisenergy.com

430 Ogden Avenue

Lisle, IL 60532

Illinoisenergy.com

## 13—Kilwins Elmhurst

15 with work permit

### **Employment Positions Available:**

Retail Team Members

### **Skills or Experience Required:**

Must have the ability to work well with others, listen well and follow directions.

Provide exceptional customer service

Must read and speak English and have good communication skills.

Must be able to lift 50 lbs and be able to stay on your feet for longer periods of time.

### **Position Duties:**

Greet and wait on customers

Answer customer questions and make sale suggestions

Prepared products, restocks, and help to set up displays

Knows “Kilwins History” and product knowledge

Answer phone calls and takes phone orders

Perform general cleaning duties: dust, mop, sweep, wipe windows, take out trash, dishes, etc.

Pack gift baskets and boxes

Run the cash register, weigh products

### **Contact Information:**

Megan Gavin

Elmhurst@kilwins.com

148 N York St

Elmhurst, IL 60126

Kilwins.com/elmhurst

## 38—DU-COMM

18

FT

### **Employment Positions Available:**

Full-time 911 Telecommunicator

### **Skills and Experience Required:**

High School Diploma / GED, type 35 WPM

### **Position Duties:**

Telecommunicator job duties include answering 9-1-1 telephones, transmitting vital information to emergency personnel via the radio, relaying information via the Computer-Aided Dispatch terminal, monitoring fire/ burglar alarms, and answering administrative lines serving the police/fire personnel.

### **Contact Information:**

Angela Athitakis

aathitakis@ducomm.org

420 N County Farm Road

Wheaton, IL 60187

ducomm.org

## 37-Sheet Metal Workers Local 73

17

### Employment Positions Available:

Union Jobs

### Skills and Experience Required:

Depending on job

### Position Duties:

Construction

### Contact Information:

Dave Sylvester  
Sylvester@smw73.org  
4550 Roosevelt Road  
Hillside, IL 60162  
Smw73.org

## 14– Bensenville Park District

16

### Employment Positions:

Seasonal job positions available at the Bensenville Water Park, Summer Camps, White Pines Golf Club (Golf, Food & Beverage and Greens) Maintenance and Fischer Farm.

### Skills or Experience Required:

See job postings

### Skills or Experience Required:

See job postings

### Contact Information:

Phyllis Schmidt  
pschmidt@bvilleparks.org  
1000 W Wood St  
Bensenville, IL  
www.bvilleparks.org

## 15—Park Place of Elmhurst

15 with work permit

### Employment Positions Available:

Dining Server

Busser

CNA

### Skills or Experience Required:

CNA certification if interested in CNA

### Position Duties:

Delivering quality care to seniors

### Contact Information:

Miranda Webb

mwebb@provlife.com

1050 S. Euclid Ave

Elmhurst, IL 60126

parkplaceelmhurst.com

## 36-Lizzadro Museum

16

### Purpose of Organization:

Museum focused on lapidary art and earth science

### Positions Available:

Front Desk Assistant—responsible for handling front office reception and administrative duties, greeting visitors and taking admissions, answering phones and handling visitor questions and receiving program reservations.

Educator Assistant—responsible for assisting the Educator with education programs and school field trips, work with children of varying ages, help with program set-up and take-down, be available to answer questions.

Special Events Volunteer—The Museum hosts a number of special events and programs throughout the year, including outdoor promotion events such as “Dino Day” as well as “Lapidary Day”. These programs include hands-on activities geared towards children. Volunteers must be able to interact with a variety of visitors and assist children working on activities sponsored by the Museum.

### Skills and Experience Required:

Interest in art, geology, museums preferred. Specific knowledge in earth science and/or art is not required, but an interest in learning is necessary.

### Position Duties:

Communicate effectively with wide range of visitors. Interact with children and accompanying adults. Take direction from supervisors. Must be able to sit, stand walk and lift 25 pounds. Operate a cash register. Some computer work may be required.

### Contact Information:

Sara Kurth

educator@lizzadromuseum.org

1220 Kensington Road

Oak Brook, IL 60523

lizzadromuseum.org

## 35-Hinsdale Humane Society

13

### Purpose of Organization:

Animal Welfare

### Volunteer Positions Available:

Teenternships

### Skills and Experience Required:

Being around cats and dogs, communication skills, cleaning skills, animal care taking

### Position Duties:

Closing cleaning procedures

### Contact Information:

Nicole Taylor  
Nicole.taylor@hinsdalehumanesociety.org  
21 Salt Creek Lane  
Hinsdale, IL 60521  
Hinsdalehumanesociety.org

## 16—Forest Preserve District of DuPage County

16

### Employment Positions Available:

Multiple positions across District

### Skills or Experience Required:

Varies by position

### Position Duties:

Varies by position

### Volunteer Opportunities:

Volunteer Restoration & Native Plant Nursery Workday Schedules can be found at <https://www.dupageforest.org/things-to-do/calendar-of-events> and search volunteer restoration workday.

### Contact Information:

Michael Cannon  
mcannon@dupageforest.org  
35580 Naperville Road  
Wheaton, IL 60189  
[Dupageforest.org/get-involved/work-for-us](https://Dupageforest.org/get-involved/work-for-us)

## 17—NEDSRA

### Northeast DuPage Special Recreation Association

Employee 16  
Volunteer 13

#### Employment Positions Available:

Summer Camp Counselors  
Inclusion Camp Counselors  
Recreation Program Assistants  
Swim Volunteers

#### Skills and Experience Required:

Experience working with individuals with disabilities is not required. Candidates should have the desire and ability to work with children and teens with disabilities in a Summer Camp setting. NEDSRA programs cannot happen without the assistance of our valuable team members who are compassionate, caring, and fun! Additionally, we are looking for people who are reliable, responsible, safety-oriented and willing to learn.

#### Position Duties:

Assist Summer Camp Site Supervisors in planning and implementing recreation programming for children, teens and young adults with disabilities. Ensure that children with disabilities are included appropriately in Partner Camps by advocating, accommodating, and working collaboratively with a team of Summer Camp Staff.

#### Contact Information:

Colleen Cline  
ccline@nedsra.org  
1770 W. Centennial Place  
Addison, IL 60101  
Nedsra.org

## 34-Elmhurst Great Western Prairie Volunteers

10+ with parent

#### Purpose of Organization:

What is the oldest thing in Elmhurst? The 10,000 year old Elmhurst Great Western Prairie! We work to maintain and preserve this largest remnant prairie in eastern DuPage County through volunteer workdays. Owned by the Elmhurst Park District, the EGWP is largely maintained by volunteers during our monthly volunteer workdays and occasional special events. Monthly work days occur the third Saturday of each month except December from 9am to noon.

#### Volunteer Positions Available:

Volunteers at each of our monthly work days occurring on the third Saturday of each month from 9am until noon. Also looking for someone with MS Excel skills to organize a couple spreadsheets.

#### Skills and Experience Required:

Attention to safety, respect for the 300+ species of plants and animals of the prairie. A strong desire to improve the environment. A willingness to get dirty and put some muscle into our work. No knowledge of prairies, plants and animals is necessary but willingness of learning and attention to surroundings and safety is essential.

#### Position Duties:

Cutting brush, primarily invasive non-native plants, using provided tools, carrying cut materials to brush piles. Some digging with shovels and use of some specialized tools. All volunteers must complete and bring a copy of the Elmhurst Park District Liability Waiver form and attend the orientation meeting at 9am at each event. Dress for the weather and wear work clothes. Think barnyard, not yoga studio clothes.

#### Contact Information:

Eric Kelley  
Keeley.eric@gmail.com  
1546 Hull Ave  
Westchester, IL 60154

epd.org/parks/elmhurst-great-western-prairie

## 33-DuPage Pads

14+ with adult/parent  
18+ on own

### Purpose of Organization:

The mission of DuPage Pads is to end homelessness in DuPage County, Illinois. Our signature year-round programs feed and shelter individuals and families who are homeless, connect them to case management and other services that can address the underlying cause of their homelessness.

### Volunteer Positions Available:

Resource Room Attendant, Laundry Attendant, Front Desk Attendant, Library Cart Attendant, Access Center Assistant, Tutors, Special Event Volunteers, Creating Snack Packs

### Skills, Qualities, or Experience Required:

Organized, time management, friendly

### Position Duties:

Assist with fulfilling client needs, organizing donations, assisting staff with tasks, tutoring children in school subjects, helping with event tasks, creating snack packs for our children to enjoy at school

### Contact Information:

Heidi Meier  
hmeier@dupagepads.org  
601 West Liberty  
Wheaton, IL 60187  
dupagepads.org

## 18—Chicagoland Pool Management

15+

### Employment Positions:

Lifeguard

### Skills or Experience Required:

No experience necessary. Ability to obtain a lifeguard certification is required.

### Position Duties:

Enforce pool rules, maintain safety and cleanliness of facility.

Respond to emergencies

### Contact Information:

Laura Clark  
Laura.clark@chicagoland-pmg.com  
1612 Ogden Ave  
Lisle, IL 60532  
Chicagoland-pmg.com

## 19—Chick-Fil-A Elmhurst

16

### **Employment Positions Available:**

Front of House Team Member

Back of Hour Team Member

### **Skills or Experience Required:**

No prior experience required

### **Position Duties:**

General Responsibilities

Be a team player

Provide excellent customer service at both front counter and drive thru

Protect the customer experience by ensuring order accuracy and a fast, friendly experience

Keep your work area stocked, cleaned and ready at all times

Read, understand and comply with all parts of the Team Member Handbook

Show up on time, have a great attitude and work hard for your entire shift

Other duties and responsibilities as assigned by restaurant leadership

### **Contact Information:**

Kirstie Williams

kirstie@cfaelmhurst.com

235 IL-83

Elmhurst, IL 60126

Cfaelmhurst.com

## 32-Elmhurst Symphony Orchestra

16

### **Purpose of Organization:**

The ESO ignites lifelong engagement with music through high-caliber performance, innovative programming, and community collaboration.

### **Volunteer Positions Available:**

Volunteer ushering, office assistance, committees

### **Skills and Experience Needed:**

Interest in music

### **Position Duties:**

Volunteering

### **Contact Information:**

Mary Grether

marygrether@sbcglobal.net

PO Box 345

Elmhurst, IL 60126

Elmhurstsymphony.ort



## 31-Elmhurst History Museum

14+

### Purpose of Organization:

The mission of the Elmhurst History Museum is to engage people with history through thoughtful collection, enlightening exhibits, and diverse educational experiences.

### Volunteer Positions Available:

Camp counselor, Gift Shop, Greeter, Research Assistant, special programming / events volunteer

### Skills and Experience Needed:

Good communication skills, reliable, works well with children

### Position Duties:

Depending on position you could be greeting patrons to the Museum, working in the gift shop, helping with educational programs for children or working at special events.

### Contact Information:

Marnie O'Reilly  
Marnie.oreilly@elmhurst.org  
120 E Park Ave  
Elmhurst, IL 60126  
Elmhursthhistory.org

## 20— Jewel Osco

16

### Employment Positions Available:

Courtesy Clerk  
Cashier  
Grocery

### Skills or Experience Required:

Able to work alone or with a team, passionate about customer service, willing to work nights/weekend/holidays, no experience needed / willing to train, punctual

### Position Duties:

Duties vary between positions. Stocking shelves, packing customer groceries, pushing carts, and checking out customers at registers.

### Contact Information:

Dan Shannon  
s2444c90@jewelosco.com  
944 S York St  
Elmhurst, IL 60126  
Jewelosco.com

## 21—Casa Scalabrini Village / Compass Group / Touchpoint

16

### Employment Positions Available:

Food service worker

### Skills or Experience Required:

Dependable, willing to learn an exciting job

### Position Duties:

Responsible to build meal trays for residents of our community

### Contact Information:

Giacomo Ferri  
gferri@iamtouchpoint.com  
480 N Wolf Road  
Northlake, IL 60164  
Compassgroup.com

## 30-Elmhurst Presbyterian Church & Elmhurst Pride Collective

12 with parent permission

### Purpose of Organization:

Pride Fest 2023

### Volunteer Positions Available:

Volunteer for the 2023 Pride Fest at Elmhurst Presbyterian Church

### Position Duties:

Set up, tear down, staff event and run games

### Skills and Experience Required:

Open to students and adults—Middle School or higher

### Contact Information:

Jennifer Gordon  
jgordon0209@gmail.com  
367 Spring Road  
Elmhurst, IL 60126  
Elmhurstpridecollective.com

## 29-Giving DuPage

14+

### Purpose of Organization:

DuPage County Volunteer Center

### Volunteer Positions Available:

Over 950 volunteer opportunities countywide posted at our Volunteer Portal website

### Skills and Experience Required:

N/A

### Position Duties:

N/A

### Contact Information:

Kyle Bergfors  
Kyle.bergfors@dupageco.org  
421 N. County Farm Road  
Wheaton, IL 60187  
givingdupage.org

## 22- Aqua-Guard Management

15

### Employment Positions Available:

Lifeguard

### Skills or Experience Required:

We train and certify! No prior experience is needed

### Position Duties:

We are looking for dependable individuals who work well with little supervision who would be checking pool passes, vacuuming the pool, checking pool chemicals, enforcing pool rules and maintaining a clean and safe environment for the residents.

### Contact Information:

Patricia Banasik  
patricia@aquaguardmanagement.com  
1034 Lunt Ave  
Unit B1  
Schaumburg, IL 60193  
Aquaguardmanagement.com

## 23—Elmhurst Public Library

11+ or Grades 6—12

### Purpose of Organization:

Public Library

### Volunteer Positions Available:

Middle and High School volunteer positions to assist with the summer reading program, events and special projects

### Position Duties:

Interact with patrons participating in the summer reading program, assisting with events, and working on special projects

### Skills and Experience Required:

Must enjoy working with the public, be able to do basic data entry and be able to follow directions.

### Contact Information:

Mary Smith  
Mary.smith@elmlib.org  
125 S. Prospect  
Elmhurst, IL 60126  
Elmhurstpubliclibrary.org

## 28-DuPage Senior Citizens Council / Kane Senior Council

16

### Purpose of Organization:

Providing meals and more to seniors in DuPage and Kane counties.

### Volunteer Positions Available:

Meals on Wheels, Friendly Phone Calls, Yard Cleanup and Senior Dance Party, Make Cards for Seniors

### Skills and Experience Needed:

N/A

### Position Duties:

N/A

### Contact Information:

Denice Kraft / Ann-Margaret Luciano  
Denice.kraft@dupageseniorcouncil.org  
1990 Springer Dr  
Lombard, IL 60148  
Dupageseniorcouncil.org

## 27—DuCap

11

### Purpose of Organization:

Non-profit, working with teens and tweens to provide positive opportunities in their communities

### Volunteer Positions Available:

Volunteer program facilitators, program assistants, program leaders

### Skills or Experience Needed:

Experience with kids or customer a plus

### Position Duties:

Helping or leading programs built around teens and tweens

### Contact Information:

Michelle Gonzalez  
michelle@ducap.org  
123 Rosedale Ave  
Suite 100  
Bloomington, IL  
Ducap.org

## 24—AccentCare

14—18

### Purpose of Organization:

AccentCare strives to provide excellence in end-of-life care for patients and families. AccentCare had developed several specialty roles, which allow volunteers to utilize their own strengths and interests. This offers a meaningful and rewarding volunteer experience and enhances the quality of life for our patients and families.

### Volunteer Positions Available:

In Direct Care Volunteer, Administrative, Smile Squad, Music Companion, Legacy, Memory Bear and Pillow Seamstress

### Skills or Experience Required:

Kindness, compassionate nature, well organized

### Position Duties:

A variety of opportunities from helping with office/ administrative tasks, patient visiting, helping with legacy projects, music companionship, seamstress opportunities. Willingness to provide companionship and kindness to all we serve.

### Contact Information:

Karen Batson  
karenbatson@accentcare.com  
745 McClintock Ave  
Burr Ridge, IL 60527  
Accentcare.com

## 25—Access Sports

Volunteers Grades 6—12  
Coaches Grade 11 and older

### **Purpose of Organization:**

To provide team sports programs to athletes with disabilities. Soccer, track, basketball and baseball

### **Volunteer Positions Available:**

Volunteer to assist athletes in learning the skills and how to play a sport / job as a coach

### **Skills and Experience Required:**

We are looking for friendly individuals who want to work with others

### **Position Duties:**

To volunteer or work for 8 hours for the program/sport you choose. Each program is 8 weeks in length and we meet once a week for 1 hour. Attend a 1 hour on-line training.

### **Contact Information:**

Dena Seidenfuss  
denafuss@comcast.net  
PO Box 302  
Elmhurst, IL 60126  
Elmhurstaccesssports.org

## 26—Tourette Syndrome Camp USA

16

### **Purpose of Organization:**

Tourette Syndrome Camp USA is a 1 week long camp that runs concurrently with YMCA Camp Duncan. It allow children to experience an environment where their TICs are accepted and allows them to meet other kids with Tourette.

### **Volunteer Positions Available:**

Senior and Junio Counselor

### **Skills and Experience Required:**

Willingness to work with children who have Tourette Syndrome

### **Position Duties:**

The Junior Counselor role is to model positive behavior and interactions with campers. They are to assist the counselors with tasks, but are NOT directly responsible for campers. Neither is a Junior Counselor expected to be exclusively responsible for errand-running, menial tasks or “go-fer” work. Junior Counselors are expected to show mature, appropriate behavior.

### **Contact Information:**

Scott Loeff  
scott63@prodigy.net  
4416 N Greenview Ave  
Chicago, IL 60640  
Tourettecamp.com