

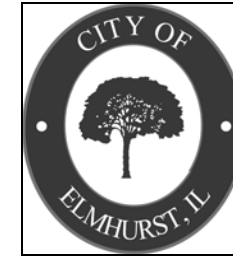
**Thank you for coming to the  
Teen Job / Volunteer Fair.**

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

Access Sports	Goldfish Swim School
Aqua-Guard Management	Humanitarian Service Project
Bensenville Park District	Illinois Energy Windows and Siding
Brookfield Zoo King Conservation Science Scholars	Jewel-Osco—Butterfield Road
Clean Up—Give Back.Org	Jewel-Osco—Schiller Street
College Hunks	Kilwins Elmhurst
Communities Against Cancer	Kumon of Elmhurst
Culver's of Elmhurst	Lizzadro Museum of Lapidary Art
DuPage Habitat for Humanity	Main Street Candy and Toys
DuPage Pads	NEDSRA
Easterseals DuPage & Fox Valley	Park Place of Elmhurst
Elmhurst Art Museum	People's Resource Center
Elmhurst District 205 Foundation	Representative Deanne Mazzochi
Elmhurst Junior Womens Club	District Office
Elmhurst LEO Club	River Forest Country Club
Elmhurst Park District	SportsKids Inc
Elmhurst Public Library	State Farm Insurance—David Mordis
Elmhurst YMCA	Superior Ambulance
Emerald City Music Productions Inc	Team Ignite
Fitness Formula Clubs Elmhurst	Tourette Syndrome Camping Org
GiGi's Playhouse Fox Valley	US India Chamber Midwest
Girl Scouts of Greater Chicago and Northwest Indiana	Wellness House
Giving DuPage	York Theatre

# Elmhurst Commission on Youth 2019 Teen Job / Volunteer Fair

**Wednesday, March 20  
York High School Commons  
3:00 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

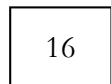
The goal of this event is to provide high school and middle school students a convenient way to connect with companies and organizations that hire teens and provide volunteer opportunities for teens.

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.

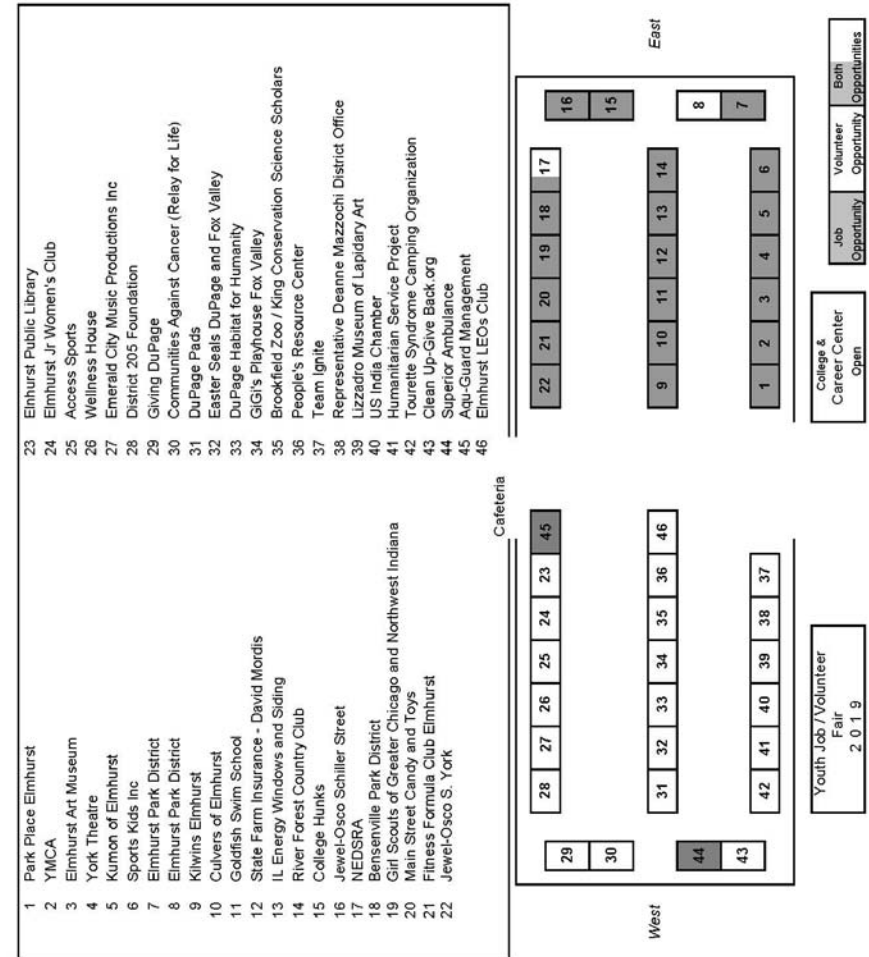
### Goals:

- 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
- Jan DeCoursey
- Joey Kalwat
- Marisa Mancini
- Patty McKernan
- Bob Rasho
- Derek Schlager
- Mark Soehn
- Jackie Tamer
- Gloria Walsh-Rock
- Anne Zimmer
- Dan Corrigan (ex-officio)
- Nick Waldenmeyer (ex-officio)
- Danee Polomsky (ex-officio)
- Beverly Redmond (ex-officio)



## 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.
- 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 2019 Job / Volunteer Committee

Kim Brigman — Elmhurst Junior Women's Club

Gloria Walsh-Rock — Elmhurst Public Library

Patty McKernan — Kiwanis Club of Elmhurst

Joey Kalwat — Elmhurst Park District

Beverly Redmond — Elmhurst CUSD 205

Derek Schlager — Elmhurst YMCA

Jackie Tamer—City of Elmhurst  
Commission on Youth

We wish to thank everyone for  
attending the Fair

**A special thanks to  
Youth Volunteer Matthew Boxall**

# Aqua-Guard Management

15

Y/S

PT/FT

**Note:** Minimum number of hours per week is 15

## Employment Positions Available:

Lifeguard

Swim Instructor

Lifeguard course instructor

## Skills, Qualities and Experience Required:

Either currently lifeguard certified or willing to become. We do offer courses.

## Position Duties:

Great patrons, keep facility safe for all users

## Contact Information:

Danielle Burhop

Danielle@aquaguardmanagement.com

1034 Lunt Ave

Schaumburg, IL

Aquaguardmanagement.com

# 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?)

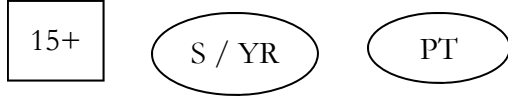
## Improve your interviewing skills by practicing your answers to potential questions with parents, friends or other trusted adults:

- 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—Park Place of Elmhurst



**Note:** Minimum number of hours per week is 12.

### Employment Positions Available:

- Dining Room Server
- Dining Room Busser
- Dishwasher
- Concierge / Receptionist

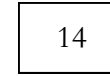
### Skills and Experience Required:

- Customer Service is a MUST
- Timely
- Dependable
- Able to work with people of all ages

### Contact Information:

Valerie Tauchen, PHR  
vtauchen@gmail.com  
1050 S Euclid Ave  
Elmhurst, IL 60126

## Elmhurst Leo Club (Affiliate of Elmhurst Lions Club)



**Purpose of Organization:** We are affiliated with the Elmhurst Lions Club and serve as a Volunteer Youth group that plans (participates in) various community service related activities within the Elmhurst community.

**Volunteer Positions Available:** General Leo Club member. We meet during the school year from September to May

**Skills and Experience Required:** Must be in 8th grade or higher

**Position Duties:** Volunteer community service

### Contact Information:

Rob Hallberg  
rfhberg@yahoo.com  
Elmhurst, IL 60126  
frhberg@yahoo.com

## 44-Superior Ambulance

18

YR

PT/FT

**Note:** Minimum number of hours per week is 20

### Employment Positions Available:

Paramedics  
EMT-B  
EMT-B Apprentice Program  
Medi-Car Drivers  
Couriers  
Medical Billing Specialists

### Contact Information:

Amanda Dalessandro  
adalessandro@superiorambulance.com  
395 W. Lake St  
Elmhurst, IL 60126  
Superiorambulance.com

## 2—Elmhurst YMCA

16+

S

PT / FT

**Note:** Minimum hours per week and age varies by position

### Employment Positions Available:

Summer Camp Counselors  
Aquatics and Sports

**Skills or Experience Required:** Varies by position. Prior childcare and aquatics experience preferred.

### Contact Information:

Derek Schlager  
dschlager@ymcachicago.org  
630-929-2456  
211 W. First St  
Elmhurst, IL 60126  
www.elmhurstymca.org

### 3—Elmhurst Art Museum

16

S

PT

**Note:** Minimum number of hours per week varies

#### Positions Available:

Summer Art Camp Counselor

#### Skills or Experience Required:

Prior experience working with children or families

Art enthusiast—while previous art making experience is helpful, it is not required

Ability to follow detailed directions and a willingness to jump in and help instructors

A prompt and professional manner

**Position Duties:** Prepare and organize art materials as instructed. Keep campers engaged and interested with fun and creative projects. Follow and execute activities according to the direction of EAM Instructors and Staff. Display a positive and respectful attitude while acting as a role model. Interact with kids and adults in a professional and courteous manner. Communicate effectively and show integrity as a museum representative both on and off site. Follow procedures and expectations as outlined by EAM Instructors and Staff. Maintaining a safe and clean environment. Other duties as assigned.

#### Contact Information:

Joseph Hladik

joseph@elmhurstmuseum.org

150 Cottage Hill Avenue

Elmhurst, IL 60126

www.elmhurstmuseum.com

### 43-Clean Up—Give Back.Org

Under 12 with adult

13

**Purpose of Organization:** Provide opportunities for volunteers to serve the community through trash cleanup campaigns.

#### Volunteer Positions Available:

Cleanup Campaign Leaders

Campaign volunteers

**Skills and Experience Required:** Teamwork, enjoy working outdoors

#### Contact Information:

Donna Adam

donnaadam@cleanupgiveback.org

612 S. Fifth Avenue

Des Plaines, IL 60016

cleanupgiveback.org



## 42-Tourette Syndrome Camping Organization

16

**Purpose of Organization:** The Tourette Syndrome Camp USA, funded in 1994, is a residential camping program designed for girls and boys ages 8-16+ whose primary diagnosis is Tourette Syndrome (or Tic Disorder) and OCD, and to a lesser degree ADD/ADHD. The goal of the camp is to allow children with TS an opportunity to meet other children, share similar experiences and coping mechanisms in a fun, safe and positive environment. We are a 501(c) 3 non profit organization.

### **Volunteer Positions Available:**

Senior Camp Counselor  
Junior Camp Counselor

**Position Duties:** Volunteer tasks can vary based on the time of year. Typically, volunteers will work in the warehouse doing food sorting.

**Skills and Experience Required:** Counselors must be able to model and demonstrate mature, appropriate behavior. Enthusiasm, a sense of humor, patience and self-control are the model behaviors for our camp counselors. No previous experience is required. Also must want to have fun at camp.

**Minimum Age Requirement for Volunteers:** The counselor is to facilitate the group process, while ensuring camper safety and creating a positive camper experience. Counselors need to be willing and able to participate with their campers in the majority of camp activities.

### **Contact Information:**

Scott Loeff  
scott63@prodigy.net  
Chicago, IL 60640  
tourettecamp.com

## 4—York Theatre

16

YR

FT

**Note:** Minimum number of hours per week is 15.

### **Employment Positions Available:**

Floor Staff (Concessions, Box Office, Ushers)

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

Entry level  
Friendly  
Good customer service skills  
Outgoing

### **Position Duties:**

Maintaining the cleanliness of the theatre  
Interacting with the customers  
Serving concession items  
Handling money

### **Contact Information:**

Alex Moore  
yorktheatre@classiccinemas.com  
150 N York St  
Elmhurst, IL 60126  
www.classiccinemas.com

## 5— Kumon of Elmhurst

16

PT

YR

Note: Minimum 7-8 hours per week

### Employment Positions Available:

Tutor

Helper

### Skills or Experience Required:

Attention to detail

Minimum GPA 3.0

Position Duties: Grading Homework / Data Entry

### Contact Information:

Madhuri Agrawal

Elmhurstnorth\_il@kumon.com

420 North York Road

Elmhurst, IL 60126

Kumon.com/elmhurst-north-il

## 41-Humanitarian Service Project

10+

Purpose of Organization: The Humanitarian Service Project's mission is to alleviate the pain and suffering that poverty brings to seniors and children in DuPage and Kane Counties.

### Volunteer Positions Available:

Warehouse Volunteer

Position Duties: Volunteer tasks can vary based on the time of year. Typically, volunteers will work in the warehouse doing food sorting.

Skills and Experience Required: Able to lift 20 pounds

Minimum Age Requirement for Volunteers: Volunteers must be 10 years of age or older to volunteer in the warehouse. Volunteers under the age of 18 must be supervised by an adult. During the month of December, volunteers must be 18 years of age.

### Contact Information:

Nancy Dorsman

outreach@hsp.agency

65 Randy Road

Carol Stream, IL 60188

hsp.agency

## 40-US India Chamber Midwest

16

**Purpose of Organization:** Commerce between US and India

**Volunteer Positions Available:**

Web Design

**Skills and Experience Required:**

Computer Web Design

**Position Duties:**

Update current website and do postings

**Contact Information:**

Porus Dadahoy  
porusdad@gmail.com  
217 Woodstock  
Westmont, IL  
Usindiamidwestchamber.org

## 6-SportsKids, Inc

16

PT

S / YR

**Note:** Minimum 5 hours per week

**Employment Positions Available:**

Part Time Coaches

**Skills or Experience Required:**

Must be reliable, enjoy working with children  
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 tot and 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

16

YR/ S

PT

**Note:** Minimum number of hours per week varies by job

### Employment Positions Available:

Various part-time and seasonal positions are available

### Position Duties and Skills:

Candidates must support the mission of the Elmhurst Park District: We enrich lives while having fun!

### Contact information:

Meagan Rawls  
mrawls@epd.org  
375 W First St  
Elmhurst, IL 60126  
www.epd.org

## 39-Lizzadro Museum of Lapidary Art

16

**Purpose of Organization:** Sharing with others the eternal beauty of gemstones and promoting the study of earth science.

### Volunteer Positions Available:

Educator Assistant  
Special Events Volunteer  
Front Desk Assistant

### Skills and Experience Required:

Communicate effectively with wide range of visitors  
Answer inquiries about Museum  
Interact with children and accompanying adults  
Take direction from supervisors  
Must be able to site, stand, walk and lift 25 pounds  
An interest in earth science is preferred, but not required

**Position Duties:** Assist staff with special events, weekend programming and general museum administration

### Contact Information:

Sara Kurth  
educator@lizzadromuseum.org  
220 S Cottage Hill Ave  
Elmhurst, IL  
lizzadromuseum.org

## 38-Representative Deanne Mazzochi District Office

14 with permission from the school

**Purpose of Organization:** Provide superior constituent services to the constituents, businesses, and communities in Illinois House District 47. We work to keep the community up to date on current events, legislation, and other things happening in Springfield. We take problems and ideas from our community and take them to Springfield to enact positive change.

### **Volunteer Positions Available:**

Communication Internships  
Outreach Internships  
Research Internships  
Event Planning Internships  
Administrative Internships

**Skills and Experience Needed:** No experience required. Please come with a positive attitude and the willingness to learn and work as an office to provide the best services possible to the 47th District.

**Position Duties:** Varies by the type of internship desired

### **Contact Information:**

Stephanie Rhinesmith  
mazzochi@ilhousegop.org  
1 S Cass Ave  
Westmont, IL  
Repmazzochi.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:**

Community Events Volunteer  
Courts Plus Volunteer  
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:**

Pat O'Neill  
poneill@epd.org  
630-993-8924  
375 W. First St  
Elmhurst, IL 60126  
www.epd.org

## 9—Kilwins Elmhurst

15

YR/S

PT

**Note:** Minimum number of hours per week is 10

### Employment Positions Available:

Sales Associate

### Position Duties:

Greets and waits on customers  
Answer customer's questions and makes sales suggestions  
Helps with restocking  
Performs general cleaning duties  
Learn and know the Kilwins history

### Skills, Qualities or Experience Required:

Must be customer service oriented with a good personality and manners  
Works well with others, listens and follow directions  
Previous sales experience helpful, but not necessary  
Ability to operate cash register and count back change

### Contact information:

Megan Gavin  
Elmhurst@kilwins.com  
148 N. York Street  
Elmhurst, IL 60126  
Kilwins.com/elmhurst

## 37-Team Ignite

16

**Purpose of Organization:** Team Ignite is a non-profit organization on a mission to provide kids, regardless of ability or background, a fitness experience that will help them thrive physically, mentally and emotionally in a safe, team-based environment.

### Volunteer Positions Available:

Donor outreach  
Marketing  
Letter writing  
Obstacle painting party (May)  
Race Day (June 2) - setup, monitor kids during race, break down

### Skills and Experience Required:

Race Day volunteers  
Need to be able to lift 30 pounds  
Enjoy working with kids  
Energetic  
Positive attitude

**Position Duties:** Various

### Contact Information:

Christa Gatsakos  
cgatsakos@gmail.com  
276 Glade Avenue, Apt 1  
Elmhurst, IL 60126  
ti4k.org

## 36-People's Resource Center

12

**Purpose of Organization:** Since 1975, People's Resource Center has been bringing neighbors together to respond to hunger and poverty in DuPage County. With a team of over 2,600 volunteers, we offer nutritious food and other basic necessities like clothes and rent assistance for people facing tough times. We also connect people with resources—education and tutoring, jobs, technology, art, a caring community—to create a future of hope and opportunity for all.

### **Volunteer Positions Available:**

- Food Pantry
- Literacy
- Art
- Job Assistance
- Computer teaching
- Clothes closet

**Skills or Experience Required:** Varies

**Position Duties:** Vary depending on department

### **Contact Information:**

Susan Manning  
smanning@peoplesrc.org  
201 S. Naperville Road  
Wheaton, IL 60187  
Peoplesrc.org

## 10—Culver's of Elmhurst

16

FT / PT

**Note:** Minimum number of hours per week varies.

### **Employment Positions Available:**

Sales Associate

### **Position Duties:**

Greets and waits on customers

### **Skills, Qualities or Experience Required:**

Varies by job

### **Contact information:**

Cheryl Opferman  
cheryloferman@gmail.com  
436 N. York Street  
Elmhurst, IL 60126

## 11—Goldfish Swim School

15

PT

**Note:** Minimum number of hours per week is 12

### Employment Positions Available:

Swim Instructor

### Skills and Experience Required:

Smiling face and warm heart

### Position Details:

Teaching swim lessons and lifeguard during lessons

### Contact Information:

Eternity Hart

Eternity.hart@goldfishss.com

614 N. Michigan St

Elmhurst, IL 60126

Goldfishswimschool.com/elmhurst

## 35-Chicago Zoological Society

### Brookfield Zoo

### King Conservation Science Sholars

14

**Purpose of Organization:** The purpose of the King Scholars is to provide volunteer, science and career and college readiness opportunities for High School Students.

**Volunteer Positions Available:** Engaging way for teens to learn more about animals and conservation, network with others and make a difference in their communities while preparing for college and future careers. King Scholars is a year-round program focused on college and career readiness, with an emphasis on science programming

**Skills and Experience Needed:** Applicants must have completed 8th grade by the time they start the program. We actively recruit incoming Freshmen through incoming Juniors. Applicants must have a minimum GPA of 2.0 verified by their school counselor; two letters of recommendation from teachers and/or coaches, and a completed essay prompt.

**Position Duties:** All King Scholars Students will be required to complete 120 hours of service annually in addition to an individualized portfolio. The makeup of these hours varies slightly between a student's first year of participation and subsequent years. Additional hours to meet the 120 hour requirement can be earned through volunteer interpretation, assistance with special events offsite, or participation in science, college and career workshops throughout the year.

### Contact Information:

Angela Sullivan or Sandra Ortiz-Ortega

Angela.sullivan@czs.org / Sandra.ortizortega@czs.org

3300 Golf Road

Brookfield, IL 60513

czs.org/scholars



## 34—GiGi’s Playhouse Fox Valley

13—17 w/parent and 18+

**Purpose of Organization:** Our mission is to change the way the world sees Down Syndrome through national campaigns, educational programs and by empowering individuals with Down Syndrome, their families and the community. GiGi’s Playhouse offers FREE educational and therapeutic programs for individuals with Down Syndrome.

### **Volunteer Positions Available:**

Ages 18+ - literacy tutor, program leaders

Ages 13—17—literacy tutor assistant, program assistant, youth board, administrative with parent

### **Skills or Experience Needed:**

Qualities:

Reliable—tutors must be able to commit to 1 hour/week for 10 weeks, program leaders / assistants 2 hours a week/month depending on the program.

Patient

Empathetic

Positive

Passionate about GiGi’s Playhouse mission

No experience required, all volunteers are trained on site

**Position Duties:** Literacy Tutors—will create lesson plans, implement them with student, evaluate progress and then use data to inform next lessons

### **Contact Information:**

Katie Vaughan

foxvalley@gigisplayhouse.org

4024 Fox Valley Center Drive

Aurora, IL 60504

Gigisplayhouse.org/foxvalley

## 12—State Farm Insurance—David Mordis

16

S

PT

**Note:** Minimum number of hours per week is 8

### **Employment Positions Available:**

Do you have aspirations to run your own business? If so, you may want to consider working in the office of David Mordis—State Farm Agent. As a member of our agency team, you have an opportunity to experience first-hand what it takes to be a State Farm Agent. You will build and develop customer relationships within the community to promote State Farm products including auto, home and life insurance. This position will allow you to experience working in an agent’s office and to explore the opportunity to become a State Farm agent yourself

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

Develop leads, schedule appointments, identify customer needs, and market appropriate products and services. Work with agent to establish and meet marketing goals. Use a customer-focused, needs-based review process to educate customers about insurance needs.

**Position Details:** Looking for a part-time job that provides meaningful work and competitive compensation? Consider a position in a State Farm Agent’s office

### **Contact Information:**

David Mordis

david@insureitwithdavid.com

253 N. York Street

Elmhurst, IL 60126

Insureitwithdavid.com

## 13—Illinois Energy Windows and Siding

16

YR/S

PT/FT

**Note:** Minimum number of hours per week is 15

### Employment Positions Available:

Inside Sales  
Telemarketing  
Event Marketing

### Skills or Experience Required:

Entry level for Part Time  
Full time at least one year sales experience or a degree  
in business or marketing

### Contact Information:

Jeff Dunn  
jdunn@illinoisenergy.com  
430 Ogden Avenue  
Lisle, IL 60532  
Illinoisenergy.com

## 33-DuPage Habitat for Humanity

16

**Purpose of Organization:** Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

### Volunteer Positions Available:

Construction Volunteer  
ReStore Volunteer  
Office Volunteer

### Position Duties:

Construction—assist with all stages of home construction, including framing, hanging drywall, painting and landscaping.  
ReStore Volunteer—help clean donated materials, stock shelves, load and unload materials and engage with customers.  
Office Volunteer—provide administrative support such as data entry, research, etc.

### Contact Information:

Charlie Shraw  
cshraw@dupagehabitat.org  
1600 E. Roosevelt Road  
Wheaton, IL  
Dupagehabitat.org

## 32-Easterseals DuPage & Fox Valley

Min age depends on assignment

**Purpose of Organization:** Easterseals DuPage & Fox Valley serves more than 1,000 infants, children and adults each week with developmental delays and disabilities. We offer pediatric therapy services throughout West Suburban Chicagoland to help children and their families build skills and access resources they need to live, learn, work and play in their communities.

**Volunteer Positions Available:** We have volunteer opportunities available in our inclusive day care facility, physical and occupational therapy and special events.

**Skills and Experience Required:** We are looking for volunteers who are friendly, outgoing and courteous. They have enthusiasm and integrity, are flexible and reliable, understand teamwork, and possess good communication skills.

**Position Duties:** Depends on assignment

### **Contact Information:**

Courtney Bronec  
cbronec@eastersealsdfvr.org  
830 S. Addison Ave  
Villa Park, IL 60181  
Eastersealsdfvr.org

## 14— River Forest Country Club

YR/S

PT/FT

**Note:** Minimum number of hours per week varies

### **Employment Positions Available:**

Waitstaff  
Bussers  
Lifeguards  
Cabana Servers  
Bag Room Staff  
Receptionist

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

Varies

### **Position Duties:**

Various

### **Contact Information:**

Kim Dumas  
kdumas@riverforestcc.org  
15W468 Grand Avenue  
Elmhurst, IL 60126  
Riverforestcc.org

## 15—College Hunks

18

YR/S

PT

**Note:** Minimum number of hours per week varies

### Employment Positions Available:

Great entry level opportunity with quick grown and great resume building potential

### Skills or Experience Required:

Must be over 18 and able to consistently lift 50 pounds  
Must have a desire to excel and deliver superior customer service

### Position Duties:

Operation logistics  
Estimate jobs  
Up sell  
Customer Interface  
Quality check  
Train others

### Contact Information:

Karen  
Dupage.hunks@chhj.cm  
753 Springer Drive  
Lombard, IL  
collegehunkshaulingjunk.com

## 31-DuPage Pads

12 with a parent

**Purpose of Organization:** DuPage Pads mission is to end homelessness in DuPage County.

**Volunteer Positions Available:** Teens (12 and older) can volunteer at our Interim (Overnight) Housing sites during the Dinner and Setup shift (5:30pm—8:30pm) or the Breakfast and Cleanup shift (5:30am-7am). All youth volunteers (12 and older) must have a Youth Policy completed by their parents and returned to the Volunteer Coordinator. Families with children 12 and older, are welcome to volunteer at our Interim (Overnight) Housing sites, in accordance with our Youth Policy. Families with children under 12 are encouraged to assist with providing, preparing and delivering meals.

**Skills and Experience Required:** A desire to learn more about the issue of homelessness in their community.

### Position Duties:

Youth aged 12—17 can volunteer from 5:50pm-8:30pm or 5:30am-7:30am

Youth under 12 must leave when clients enter the site; 6:00pm at family sites and 7:00pm at other sites

Youth that are onsite when clients are present must have a Youth Policy completed by their parent, that has been returned to the DuPage Pads Volunteer Coordinator

Youth must be supervised at all times by a parent, guardian or group leader

### Contact Information:

Josie Mattern  
jmattern@dupagepads.org  
601 W Liberty Drive  
Wheaton, IL  
www.dupagepads.org

## 30-Communities Against Cancer A Relay for Life Event

13

**Purpose of Organization:** Relay for Life is the signature fundraiser for the American Cancer Society. It is a life-changing event that gives everyone in communities across the globe an opportunity to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease.

### **Volunteer Positions Available:**

Event Set Up Volunteers  
Family Tent Volunteers  
Event Participants

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

None

### **Position Duties:**

Help with event setup and execution

### **Contact Information:**

Magen Ryan Straz  
magenmary6386@gmail.com  
1801 Meyers Road, Suite 110  
Oakbrook Terrace, IL 60181

[Main.acsevents.org/site/TR/RelayForLife/RFLCY19NCR?  
pg=entry&fr\\_id=91977](http://Main.acsevents.org/site/TR/RelayForLife/RFLCY19NCR?pg=entry&fr_id=91977)

## 16—Jewel Osco Schiller Street

16/18

YR

PT

**Note:** Minimum number of hours per week is 12—40 hours

### **Employment Positions Available:**

Deli Clerk  
Courtesy Clerk  
Cashier  
Produce Clerk  
Bakery Clerk

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

No experience required

### **Position Duties:**

Bag groceries, push carts, providing excellent customer service, stocking and packing food

### **Contact Information:**

Lisa Kloc  
S3346c90@safeway.com  
153 E. Schiller Street  
Elmhurst, IL 60126  
Jewel-osco.com

## 17—NEDSRA

### Northeast DuPage Special Recreation Association

16

YR/S

PT

**Note:** Minimum number of hours per week varies

#### Employment Positions Available:

Program Assistants  
Leisure Buddy—Inclusion Assistants

#### Skills and Experience Required:

Flexible  
Understanding  
Patient  
Ready to have FUN!  
Experience working with individuals with special needs  
Encouraged, but not necessary

#### Position Duties:

Assisting participants of all ages in a recreation setting

#### Contact Information:

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

## 29-Giving DuPage

16

**Purpose of Organization:** Giving DuPage is the DuPage County Volunteer Center, with a mission to promote giving and volunteering. We have a Volunteer Portal website that features 775 volunteer and in-kind donation needs for 400 local nonprofit organizations, all searchable by cause, geography, interests and skills.

#### Volunteer Positions Available:

Outreach Volunteer  
Graphics Designer  
Social Media Volunteer  
Digital Newsletter Volunteer  
Volunteer Fair Coordinator  
Civic Education Curriculum assistant  
Administrative Volunteer  
Event Assistance Volunteer  
DuPage Human Race 5K Volunteer Coordinator

**Skills and Experience Required:** If you are someone who has a marketing background, digital media background, is great with planning events, managing volunteers and/or administrative tasks, then WE ARE LOOKING FOR YOU!

**Position Duties:** Our volunteers can be involved with many projects including marketing, event assistance, and project management. This volunteer experience is one that would look GREAT on a resume and we would be happy to write a recommendation letter, if the experience is a rewarding one for us both.

#### Contact Information:

Shefali Trivedi  
givingdupage@dupageco.org  
421 N. County Farm Road  
Wheaton, IL 60187  
Givingdupage.org/volunteer

## 28-Elmhurst District 205 Foundation

13

**Purpose of Organization:** The Foundation is a not for profit organization that raises private dollars and uses those funds for educational enhancements in all 13 Elmhurst public schools. We provide additional resources, educational grants, support for district initiatives, instructional assistance and programs

**Volunteer Positions Available:** Event volunteer could include putting up posters in town, settling up and taking down day of event, selling tickets and concessions, serving food, or providing musical entertainment. Holiday Tree sale volunteer involves light physical work moving trees and Parade Marchers for St. Patrick Day Parade

**Skills and Experience Required:** Most importantly, our volunteers need to be friendly, polite, responsible and willing to work. The skills will vary depending upon volunteer role. Ticket and concession volunteers need to be comfortable handling money and giving change. For tree sale and setting up events, they need to be able to do light physical work, like lifting trees or tables. Obviously, those interested in providing musical entertainment must be skilled to do so.

**Position Duties:** Fundraising events take place September–April. Event volunteers put up posters and/or assist Board Members with multiple aspects day of event. Holiday tree sale volunteers help customers choose trees and physically move trees. St. Patrick Day parade volunteers march and pass out candy. Musicians entertain at events.

### **Contact Information:**

Lisa Fanelli  
lfanelli@elmhurst205.org  
162 S. York Street  
Elmhurst, IL 60126  
Elmhurst205.org/foundation

## 17–NEDSRA

### Northwest DuPage Special Recreation Association

13

PT

### **Purpose of Organization:**

Provide recreation opportunities to individuals with disabilities

### **Volunteer Positions Available:**

Program Assistants

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

Flexible  
Understanding  
Ready to Learn and have FUN!

### **Position Duties:**

Assist staff with individuals with disabilities in a recreation setting

### **Contact Information:**

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

## 18—Bensenville Park District

16

PT

S

**Note:** Minimum number of hours per week varies.

### Employment Positions Available:

Lifeguards  
Pool Attendants  
Concession Cashiers  
Water Park Cashiers  
Swim Instructors  
Camp Counselors  
Golf Club Staff

### Skills or Experience Required:

Strong Swimmer  
Love to work with children  
Positive attitude  
Responsible

### Contact Information:

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

## 27—Emerald City Music Productions, Inc

16

PT

### Purpose of Organization:

Entertainment production company—we produce multi-platform content, concerts, tours, special events and shows

### Volunteer Positions Available:

IT Support  
Marketing  
Sales  
Marketing Assistant  
Poster Hanger  
Production Assistant  
Stage Hands  
Props Person  
Seamstress  
Communications  
Office

### Skills and Experience Required:

Typing, internet, pleasant phone manner, diligence, persistence, creativity, clean cut

### Contact Information:

Barb Sorensen  
Emcy.interns@gmail.com  
330 W Colfax  
Suite 101  
Palatine, IL 60067  
www.barbsorensen.com/emcy



## 26—Wellness House

15

PT

**Note:** Minimum hours per week varies

### Purpose of Organization:

Wellness House offers FREE programs to encourage, educate, and emotionally support people with cancer and their families. Learn new skills, get information, and join others. All our programs and services are led by experts, designed to help you feel better, at no cost to you

### Volunteer Positions Available:

Walk for Wellness House volunteers  
Kids Kamp volunteers  
Art/Special Events coordinator

### Skills and Experience Required:

Friendly, compassionate, relationship-focused,  
Professional

### Contact Information:

Caly Meyers-Mixa  
cmixa@wellnesshouse.org  
131 N County Line Road  
Hinsdale, IL 60521  
Wellnesshouse.org

## 19—Girl Scouts of Greater Chicago And Northwest Indiana

18

S

PT/FT

**Note:** Minimum number of hours per week 40 or live on site

### Employment Positions Available:

Unit Counselor  
Lifeguards

### Skills or Experience Required:

Loves to interact with children and has prior experience working with children of various ages  
Enjoys spending time outdoors and has prior experience working in an outdoor setting  
High school graduate or equivalent  
18 years of age or older by June 16th  
Proof of health physical clearing the candidate for work in a camp setting  
Willingness to live and work in an indoor and outdoor camp setting, which includes working irregular hours with limited or simple equipment, rustic facilities, wildlife and insects; limited technology while at camp, and daily exposure to sun, rain, and other weather conditions

### Position Duties:

Supervise and participate in all aspects of activities and experience with campers through the use of girl planning and Girl Scouts program guidelines

### Contact Information:

Sam Luheck  
sluheck@girlscoutsgcnwi.org  
Naperville, Paolos Park, Ottawa—IL  
East Troy—WI  
Valparaiso—IN  
Girlscoutsgcnwi.org/camp

## 20— Main Street Candy and Toys

16

**Note:** Minimum number of hours per week is 12.

### Employment Positions Available:

Part Time Retail Associate

### Skills or Experience Required:

Computer literacy  
Strong organizational skills  
Strong customer service skills  
Leadership Qualities  
Proficient with social media  
Ability to work 12–20 hours per week  
Works independently  
Team Player  
Positive disposition  
Solution oriented

### Position Duties:

Sales Associate, inventory management, merchandising, greeter, basic store maintenance

### Contact Information:

Victoria  
matthew@mainstreetcandyandtoys.com  
123 N York St  
Elmhurst, IL 60126

## 25—Access Sports

6th grade

S

**Note:** Minimum number of hours per week is 10.

### Purpose of Organization:

We provide year round sports programs for athletes with disabilities to participate in a fun and meaningful way

### Volunteer Positions Available:

One on one partner to support our athletes  
Teammate volunteer serving on one of our teams to support multiple athletes

### Skills and Experience Required:

Students in 6th–12th grade

**Position Duties:** Seasonal programs are 6–8 weeks long and volunteers are needed to serve once a week for an hour

### Contact Information:

Dena Seidenfuss  
info@elmhurstaccesssports.org  
PO Box 302  
Elmhurst, IL 60126  
Elmhurstaccesssports.org

## 24—Elmhurst Juniors Womens Club

12

**Note:** Minimum hours per week varies.

### Purpose of Organization:

EJWC is philanthropic in nature, but it has a social aspect as well. The goal of the Club is to assist other charities through fundraising efforts in addition to hands-on work.

### Volunteer Positions Available:

Tickled Pink Friday, April 26th, volunteers are needed for setup, clean up, ticket sales, running child activities such as face painting, crafts, food service

### Skills and Experience Required:

No experience necessary, just a positive attitude

### Position Duties: Varies

### Contact Information:

Melissa Damewood  
Elmhurst.juniors@gmail.com  
278 N. Highview  
Elmhurst, IL 60126  
Elmhurst-juniors.org

## 21—Fitness Formula Clubs

16

PT/FT

**Note:** Minimum number of hours per week is 12.

### Employment Positions Available:

Front Desk Attendant  
Café Attendant  
Housekeeping Attendant  
Childcare Attendant

### Skills or Experience Required:

Will Train

### Contact Information:

Scott Lewandowski  
sl@ffc.com  
140 N. Addison Ave  
Elmhurst, IL 60126  
ffc.com

22-Jewl-Osco  
S. York Road

16

YR

PT

Note: Minimum number of hours per week is 12.

Employment Positions Available:

Courtesy Clerk  
Cashier  
Grocery Clerk

Skills or Experience Required:

Entry level positions  
On the job training  
Customer Service a plus

Position Duties:

Completing assigned tasks in a fast paced industry while offering friendly customer service

Contact Information:

Mike Gibbons  
s2444c90@jewelosco.com  
944 S. York Street  
Elmhurst, IL 60126  
Jewelosco.com

23—Elmhurst Public Library

Grades 6—9

Note: Minimum number of hours per week varies.

Volunteer Positions Available:

Middle School volunteers to help run the Kids' Summer Reading Program

Employment Position Available:

Varies

Skills and Experience Required:

Must be entering grades 6—9 in the fall of 2019.  
Must attend an Elmhurst school

Contact Information:

Shaira Rock  
Shaira.rock@elmlib.org  
125 S. Prospect  
Elmhurst, IL 60126  
Elmhurstpubliclibrary.org