Job ID: 4477901
Job Title: Strategic Sourcing Supervisor
Company: Integrated Merchandising Systems
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Morton Grove, IL 60053
Salary:

Job Description: Position Description: Strategic Sourcing Supervisor
IMS is seeking a Strategic Sourcing Supervisor with background in the print industry. This position will be based out of the Morton Grove, IL office. The Strategic Sourcing Supervisor will work directly with the Strategic Sourcing Director and key functional contacts at IMS to develop and implement best-in-class sourcing strategies for the rapidly expanding business at IMS. The Strategic Sourcing Supervisor will need to proactively work across different account teams to understand business requirements, identify opportunities, and implement initiatives. These initiatives deliver solutions throughout the organization that reduce costs, improve productivity, and address the IMS strategic sourcing group's short-and long-term needs. In addition, the Strategic Sourcing Supervisor will lead analysis required for sourcing initiatives focused on the multiple supply markets within the print industry. This job provides a fast paced, challenging work environment with a lot of room for growth. Primary Responsibilities include: * Help design and execute the group's print strategic sourcing initiatives, including supply market analysis, strategy development, management of requests for proposal, and supplier negotiations * Manage relationships with key suppliers ensuring they meet quality and service requirements while maintaining competitive prices * Interface with internal account teams to understand the needs of clients and job specifications * Provide production recommendations that improve quality, reduce costs and/or add value. * Oversee transactional procurement operations across all print supply markets

Experience/Qualifications: * Bachelor's Degree preferred * 2 to 4 years of Print Production/Print Procurement
experience * Knowledge/experience across print production processes * Excellent organization, communication and interpersonal skills, and the ability to work independently and manage priorities under tight timelines * High attention to detail and ability to manage multiple projects simultaneously * Flexible, solution-oriented approach to solve problems/address client questions while maintaining process/timeline requirements * Proficiency in Microsoft Excel Email or send resume (SUBJECT: SSSPMG0416) to: Recruiter@IMSfastpak.com IMS Attn: Human Resources 8338 Austin Avenue Morton Grove, IL 60053 Please include salary requirements. IMS offers a comprehensive compensation and benefits package that includes medical, dental, vision, Profit Sharing and 401(k), generous paid time off policy and more! This position is not eligible for relocation assistance. Local candidates only please. IMS is an Equal Opportunity Employer

Application Instructions: Email or send resume (SUBJECT: SSSPMG0416) to: Recruiter@IMSfastpak.com IMS Attn: Human Resources 8338 Austin Avenue Morton Grove, IL 60053 Please include salary requirements. IMS offers a comprehensive compensation and benefits package that includes medical, dental, vision, Profit Sharing and 401(k), generous paid time off policy and more! This position is not eligible for relocation assistance. Local candidates only please. IMS is an Equal Opportunity Employer

Contact: Zach Parker
Address: 8338 Austin Avenue, Morton Grove, IL 60053
Phone: 847-583-3904

Expires: 05/01/2016
Job ID: 4471405
Job Title: Part Time Program Staff and Drivers
Company: Northern Suburban Special Recreation Association
Job Type: Part Time, Seasonal, Volunteer
Location: Northbrook, IL 60062
Salary: 10.00 - 14.00 an hour
Job Description: NSSRA is looking for creative, enthusiastic and motivated Program Staff, Inclusion Companions and Drivers for recreational programs for people with disabilities in Chicago's northern suburbs. Interested applicants should enjoy helping/assisting our participants that range in age from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the quality of life of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying sports and recreation!!!! These positions are ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Want to make a difference in someone's life, everyday * Are highly motivated and enthusiastic Program Staff must be 16 year of age. No prior experience needed. We provide training for all our employees. Drivers must be 21 years of age, have a valid Illinois driver's license, pass a pre-employment physical, drug test and maintain a driving record with no more than one moving violation in the past 12 months. Drivers operate agency vehicles to transport participants and assist in care of the vehicles. All drivers need to be able to work programs. All positions are part-time and work schedules may range from a minimum of 1 hour per week up to 28 hours per week. Scheduling is assigned by program season, and hours are flexible and can be adjusted per season. Reliable transportation is required to ensure attendance at all scheduled programs. When committing to work a program you must be able to work all meeting dates for entire season. Northern Suburban Special Recreation Association (NSSRA) offers more than 800 programs and events during the year and serves approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and other areas. Participants range in age from 3-99. Programs are offered at park district facilities, school, and other locations throughout the northern suburbs. Ready to have fun? Complete an online application at www.nssra.org/jobs to be scheduled for an interview. NSSRA is an Equal Opportunity Employer.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Expires: 05/01/2016
Job ID: 4471760
Job Title: Dental Assistant
Company: J Puentes Devitt D.D.S
Job Type: Part Time
Location: Des Plaines, IL 60016
Salary:
Job Requirements: Bright, reliable, honest, excellent communication and people skills, ability to take initiative and multitasking. Comfortable working in a fast-paced environment who brings a helpful and positive attitude. Benefits: Evening and Saturday hours make this excellent opportunity to attend school. Team oriented work environment.
Application Instructions: Submit your resume at doc4dental@att.net Include your salary expectations.
Contact: Dr. Devitt
Address: 1300 Jefferson St. Ste. 302, Des Plaines, IL 60016
Phone: 847-635-1100
Email: doc4dental@att.net

Expires: 05/01/2016
Job ID: 4472289
School Job ID: Oakton - EW  
Job Title: In Home Pet Care/Dog Walking  
Company: Pet Watchers Inc.  
Job Type: Full Time, Part Time  
Location: Evanston, IL 60202  
Salary: $14.00 to $24.00/hr  
Job Description: Pet Watchers Inc. of Evanston is currently looking for individuals who love to work with animals. If you are a responsible, punctual person and would enjoy Dog Walking and In-Home Pet Care, you could earn between $14.00 to $24.00/hr. You need a car and good references and would function as an independent contractor.  
Application Instructions: Contact Barbara Herman or Alenka Andrus @ 847 328.0460  
Contact: Alenka Andrus  
Address: 600 Dempster Street, Evanston, IL 60202  
Phone: 847 328-0460  
Expires: 05/01/2016  
Job ID: 4472301  
Job Title: Logistics Clerk  
Company: Interlake Mecalux, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Location: Melrose Park, IL 60160  
Salary:  
Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US
company. We are hiring a Logistics Clerk to work out of our Melrose Park, IL facility. The Logistics Clerk role is responsible for preparing bills of lading, scheduling shipments, and maintaining relationships with carriers. Responsibilities * Prepare accurate bills of lading and packing slips * Prepare ship schedule report daily * Develop LTL and Flat-bed carrier call list * Provide shipping status and order visibility information as required to both internal and external clients, monitoring ship information, closing of shipped orders, order status, etc. * Schedule outgoing shipments to successfully meet ship dates. * Conduct analysis on shipping quality incidents as needed * Maintain finished goods inventory ensuring accuracy * Maintain a clean and orderly shipping and receiving department * Provide daily, weekly, monthly, quarterly, and yearly shipping and inventory reports both promptly and accurately using AS400 and MS Excel. Requirements * Must be extremely self-motivated and able to work under minimal supervision * Strong computer skills including MS Word, MS Excel * Strong communication skills and excellent analytical aptitude * Developed customer service skills with a "whatever it takes" attitude while supporting and modeling the desired culture of Interlake Mecalux. * High School diploma or equivalent education and experience * Good understanding of shipping and receiving processes within a manufacturing environment.

**Application Instructions:** Please email your resume to hr@interlakemecalux.com

**Contact:** Kendra Watkins

**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160

**Phone:** 708-344-9999

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**Expires:** 05/01/2016

**Job ID:** 4472303

**Job Title:** Quality Admin

**Company:** Interlake Mecalux, Inc.

**Job Type:** Full Time
Location: Melrose Park, IL 60160
Salary:

Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Quality Admin to work out of our Melrose Park, IL facility. The Quality Department Administrator will be responsible for general administrative tasks within the Quality Department. Responsibilities * Review and understand current Return Goods Authorization (RGA) process * Coordinate with external customers and internal departments to manage the scheduling of returned goods * Document the RGA process across all channels of the business * Review current process to ensure end result is being achieved in allotted time frame * Review all outstanding RGA's and working to resolve * Completing other administrative tasks as needed

Requirements * Prior customer service and administrative experience * Comfortable with being in a plant environment 30%-50% of the time * Prior AS400 experience preferred * Excellent verbal/written communication

Application Instructions: Please email your resume to hr@interlakemecalux.com

Contact: Kendra Watkins
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999

Expires: 05/06/2016
Job ID: 4479305
Job Title: Housekeeper
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Plainfield, IL 60585
Salary: $10 an hour

Job Description: * Clean all properties to Kesap Clean Standards and to the client's and owners' custom instructions * Follow all direction given by the managers and owners. * Networking with potential employees and/or clients while on the job and in the field. * Put out company marketing as requested by the owners while on the job * Maintain a positive attitude and set the example for other employees * Adherence to and clear understanding of operating policies and procedures * Keeping all supplies in good repair and following company instruction on care of supplies * Inform Owners, Team Manager and Co Manager of all policy violations that occur on the team

Job Requirements: A professional image, calm demeanor, and effective communication skill set are required. Also, reliable transportation is required. Ambition and a desire to grow and move up within the company are not required, but greatly preferred.

Application Instructions: Please email a cover letter/resume to kelly_hussey@kesapclean.com.

Contact: Kelly Hussey
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_hussey@kesapclean.com

Expires: 05/06/2016
Job ID: 4479308
Job Title: Housekeeping Team Leader
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Plainfield, IL 60585
Salary: Starting at $13 an hour

Job Description: * Meet and greet Clients when first entering a home.
* Call Clients if running behind or early to a home to inform them of arrival time. * Insure all homes are cleaned to Kesap Clean standards by checking your work and work of the employees on site. * Insure that all homes are cleaned to the Client's specific custom standards by checking your work and work of the employees on site. * Administrative responsibilities associated with the team binder are complete and accurate. All Keys/Codes are returned at the end of the day. * Responsible for timely execution of work in homes and for following the contracted work guidelines. * Collecting Payment in a professional manor and insuring payment is made to the office. * Networking with potential employees and/or clients (flyering) while on the job and in the field. * Being a team player an participating in the success of the company through company initiatives. * Presenting clients with marketing materials in a professional manor. * Maintain a positive attitude and set the example for other employees. * Adherence to and clear understanding of operating policies and procedures. * Stocking Supplies completely each evening and insuring all supplies and specialty items are brought along each morning. * Keeping all supplies in good repair and following company instruction on care of supplies. * Keeping stockroom neat, clean and organized and keeping staff neat and organized throughout the day on the job. * Insuring that all employees on their team follow company standards by continually coaching and redirecting performance. * Managers will also be given other opportunities as they arise and are expected to act in the best interest of the company at all times.

Job Requirements: Experience is preferred, but not required. A professional appearance, calm demeanor and excellent communication skills. Also, a licensed, registered, well maintained and reliable vehicle is required.
Application Instructions: Please email cover letter/resume to kelly_hussey@kesapclean.com.

Contact: Kelly Hussey
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_hussey@kesapclean.com

Expires: 05/06/2016
Job ID: 4479565
Job Title: Manager in Training - Part-time
Company: Kensie
Job Type: Part Time
Location: Rosemont, IL 60018
Salary: BOE

Job Description: This position needs at least one to three years of experience in fashion retail environment. Must be a key holder or sales lead currently. Must be available to work weekends, holidays, and Monday - Wednesday availability. This is part-time with 15 - 20 hours per week. Salary based on experience and availability. We would like someone with 1 year or more of experience in management.

Application Instructions: Please e-mail your resume at KensieRosemontIL@kensieretail.com

Contact: Mia Cameli
Address: 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018
Phone: (847) 678-7585
Email: KensieRosemontIL@kensieretail.com

Expires: 05/06/2016
Job ID: 4479683
Job Title: Brookfield Zoo
Company: Chicago Zoological Society | Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:
Job Description: We are looking for friendly, fun, energetic people to fill a variety of schedules which include weekdays, weekends, and holidays as Brookfield Zoo is open 365 days of the year. Hundreds of seasonal customer service-related positions are available, including ticket sales, food service, gift shops, Motor Safari tram tour guides, and banquets/catering.
Application Instructions: Visit us at www.czs.org and complete an online application or call our job hotline at (708) 688-8881 for information on current opening
Contact: Ana Arteaga
Address: 3300 Golf Road, Brookfield, IL 60513
Apply Online: http://CZS.org/Careers

Expires: 05/06/2016
Job ID: 4479691
Job Title: Digital and commercial print sales
Company: FCL Graphics, Inc
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Any Job Target
Location: Chicago, IL 60706
Salary: $35,000
**Job Description:** Outside sales position to communicate our digital and traditional print services to potential new clients. Work with in house lead generator to set face to face appointments and present our services in order to expand the FCL Graphics client list. Maintain those new clients and continue growing a base book of business.

**Job Requirements:** Digital Print Sales Specialist Job Posting: FCL Graphics, Inc. is seeking a result driven Digital Print Sales Specialist to join our dynamic sales team located in Harwood Heights, IL. The Digital Print Sales Specialist will act at all time to ensure the highest level of professionalism and personal performance possible, and will work enthusiastically to meet or exceed all sales and performance goals set by FCL. About FCL Graphics, Inc. FCL Graphics, Inc. (FCL) is a leader among direct marketing and campaign management companies and boasts the status of a top ten supplier of direct mail nationally. Since inception in 1976, FCL is strategically located just minutes from Chicago's O'Hare Airport. FCL houses multiple print platforms including sheet-fed, half-web, full-web, and digital presses, complimented by a variety of finishing, fulfillment, and customized shipping solutions. FCL's Midwest location allows for faster fulfillment and more efficient postal distribution. FCL Graphics, Inc. has expanded its print offerings from standard ink on paper to include dynamic cross-media capabilities encompassing any combination of variable data print, personalized websites, dynamic mapping, QR codes, email, digital store fronts and more. These hyper-personalized marketing campaigns are championed with FCL's strong background in data driven strategic marketing and brought to fruition using state-of-the-art technology, managed by FCL's team of industry experts. For more information on FCL, please visit our website at www.fclgraphics.com. Key Performance Objectives: Possess the ability to work with manufacturing management to achieve departmental and company goals - including customer satisfaction and company profitability. Demonstrate willingness to accept direction from supervisors, management and peers to improve quality, performance and sales results. Printing Skills Requirements: Demonstrate a functional knowledge of the following: *
Electronic File Preparation/Proofing * Digital Department o Capabilities of all digital equipment o Complete understanding of variable data abilities o Working knowledge of digital bindery operations * Presswork o Capabilities and limitations of each press o Capabilities and limitations of each binding method * Mailing/Fulfillment o Capabilities and limitation of mailing equipment

Qualifications: * Must be highly organized and demonstrate excellent follow-up skills. * Must be able to make a great first impression and build instant rapport. * Must enjoy hunting sales and have enthusiasm for in-person, business-to-business sales. * Must demonstrate good judgment and consistent professionalism while working with all members of the business community. * Must be concise and confident asking for the sale. * Must have a valid Driver's License and reliable, insured transportation. To apply for this position, please send resume to Gary Skoczynski at garys@fclgraphics.com

We wish to thank all applicants for their interest and effort in applying for this position, however; only candidates selected for interviews will be contacted. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Contact: Gary Skoczynski
Address: 4600 N Olcott Ave, Harwood Heights, IL 60706
Phone: 708-867-5500 x322
Email: garys@fclgraphics.com

Expires: 05/31/2016
Job ID: 4478898
Job Title: Customer Service support
Company: Crimson AV
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Marketing/Sales, Office Assistant
Job Target: Any Job Target
Location: Glenview, IL 60026
Salary: $12.50 - $15/hour

Job Description: Crimson is looking to add an important member to our team. This diligent team player will help us continue our strong reputation for responsive, enthusiastic customer service for both external and internal customers. Responsibilities include: - Reviewing and processing customer orders. - Providing customers with order updates, shipping info, quotes, and an overall comfort and happiness in working with Crimson. - Preparing and processing invoices, shipping documents and new customer requests. - Assist customers with basic product info, recommending the most appropriate products for their needs and generally making them feel appreciated.

Job Requirements: A quick thinking, hard working, adaptable person will thrive at Crimson. If you can handle a quick paced environment and always remember that the customer comes first, you will excel and be rewarded!

Application Instructions: Please feel free to submit a resume and cover letter to the eric@crimsonav.com.

Contact: Eric Toriumi
Address: 1854 Elmdale Ave, Glenview, IL 60026
Phone: 866.668.6888
Fax: 847.919.3483
Email: eric@crimsonav.com

Expires: 05/31/2016
Job ID: 4480015
Job Title: Loyalty Support Team Member
Company: Parent Petroleum
Job Type: Co-op, Full Time, Internship, Part Time, Seasonal
Location: Elmwood Park, IL 60707
Salary:
Job Description: Parent Petroleum's Loyalty Support Team provides an excellent opportunity to work with a talented group of experts to
develop highly sought after marketing skills. We are looking for organized, enthusiastic, self-motivated individuals to promote BP's loyalty program at BP Gas Stations in Elmwood Park and surrounding areas. Team members will also train managers and station operators to effectively promote brand loyalty programs.

**Job Requirements:** Applicants must have own transportation. Bilingual is preferred, but not required.

**Application Instructions:** To apply, email resume to lchokran@parentpetroleum.com

**Contact:** Laurie Chokran

**Address:** 3340 W Main St, St Charles, IL 60175

**Phone:** 630-584-2509

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**Expires:** 05/31/2016

**Job ID:** 4481605

**Job Title:** Loyalty Program Support Team

**Company:** Parent Petroleum

**Job Type:** Co-op, Full Time, Internship, Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Oak Park, IL 60302

**Salary:**

**Job Description:** Parent Petroleum's Loyalty Support Team provides an excellent opportunity to work with a talented group of experts to develop highly sought after marketing skills. We are looking for organized, enthusiastic, self-motivated individuals to promote brand loyalty programs on site at various BP Gas Stations in Oak Park and surrounding area. Team members will also train managers and station operators to effectively promote brand loyalty programs.

**Job Requirements:** Applicants must have own transportation. Bilingual is preferred, but not required.
Application Instructions: To apply, email resume to lchokran@parentpetroleum.com
Contact: Laurie Chokran
Address: 3340 W Main St, St Charles, IL 60175
Phone: 630-584-2509

Expires: 05/31/2016
Job ID: 4481634
Job Title: Loyalty Support Team Member
Company: Parent Petroleum
Job Type: Co-op, Full Time, Internship, Part Time, Seasonal
Location: Chicago, IL 60639
Salary:
Job Description: Parent Petroleum's Loyalty Support Team provides an excellent opportunity to work with a talented group of experts to develop highly sought after marketing skills. We are looking for organized, enthusiastic, self-motivated individuals to promote brand loyalty programs on site at BP Gas Stations in Chicago. Team members will also train managers and station operators to effectively promote brand loyalty programs.
Job Requirements: Applicants must have own transportation. Bilingual is preferred, but not required.
Application Instructions: To apply, email resume to lchokran@parentpetroleum.com
Contact: Laurie Chokran
Address: 3340 W Main St, St Charles, IL 60175
Phone: 630-584-2509

Expires: 06/01/2016
Job ID: 4472110
Job Title: Data Analyst
Company: WITRON Integrated Logistics  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Computer Science  
Job Target: Any Job Target  
Location: Arlington Heights, IL 60004  
Salary:  
Job Description: General Summary: The Analyst will be responsible for analytics of customer's operating data (i.e. Order Data, Inventory Data, Product Data). Typical Witron customers are Fortune 100 retailers and distributors. Purpose of analysis is for use in developing an Automated Material Handling System for a new or existing Distribution Center. Must be able to analyze current installed system operating data based on changing business practices, growth and design for performance and optimization requirements. Based on experience and capabilities, responsibilities will be expanded to include design and presentation of automated solutions.  
Job Requirements: Knowledge, Skills and Abilities: ? Strong knowledge of Microsoft Technologies, specifically Microsoft Excel and Access ? Fundamental understanding of database software including Oracle and PL/SQL Education and Experience: Bachelor's or Associate's degree in Computer Science or Equivalent (combination of education, training and experience in Computer Science or related field) Travel: Must be able to travel nationally and internationally (Canada & Europe) Training will involve several months working in the Parkstein, Germany company headquarters  
Contact: Lynda D. Niemotka  
Address: 3721 Ventura Drive Suite 140, Arlington Heights, IL 60004  
Phone: (847) 385-6000  
Fax: (847) 398-6140  
Apply Online: http://recruitingapp-5103.de.umantis.com/VacanciesIntraxData/576/Application/CheckLogin/2?lang=en  
Expires: 06/04/2016  
Job ID: 4473512
Job Title: Summer Camp Staff  
Company: Norridge Park District  
Job Type: Part Time, Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Early Childhood Education, Physical Education  
Job Target: Any Job Target  
Location: Norridge, IL 60706  
Salary: TBD  

Job Description: The Norridge Park District is seeking enthusiastic, confident and responsible candidates to work in our summer camp or summer care programs. We are hiring group leaders and assistants. We have openings for staff to work with children from PreK to 12 years of age. Part-Time hours June 6 - August 11, 2015  

Job Requirements: Leads require 30-60 semester hours of coursework depending on age of group plus 6 semester hours in early childhood; child development; elementary education; recreation; camping or other related fields. Assistants must be at least 18 years of age and have a valid high school diploma.  

Application Instructions: go to www.norridgepk.com to download an application. Call (708) 453 2141 to set up an interview ask for Christine, Eileen, or Lupe.  

Contact: Christine Szymanski  
Address: 8151 W. Lawrence Ave, Norridge, IL 60706  
Phone: 708 453 2141  
Fax: 708 453 6024  
Email: cszymanski@norridgepk.com  

Expires: 06/04/2016  
Job ID: 4473554  
Job Title: After School Care Assistant/Bus Driver  
Company: Norridge Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Paraprofessional Educator
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: TBD
Job Description: Norridge Park District's School Age Program is seeing energetic and enthusiastic candidates who enjoy working with children ages 5-12 years old. Responsibilities include driving our childcare bus to and from local schools and/or the community park, supervising children, assisting with homework and facilitating recreational activities.
Job Requirements: Must be at least 21 years old with a High School Diploma and a good driving record. CDL not required to drive the child childcare bus.
Application Instructions: download application: www.norridgepk.com, go under employment. Complete ap and turn it in to the Child Care Center, or call 708 453 2141 to set up an interview.
Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024

Expires: 06/06/2016
Job ID: 4479563
Job Title: Sales Associate - Part-time
Company: Kensie
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018

Salary: TBD

Job Description: This position requires previous retail sales, or face-to-face customer services experience. Must be available nights, weekends, and holidays. This is a part time job between 10-15 hours per week. Must be outgoing, responsible, good work ethic, and open to training and coaching. We would like someone with 1 year experience in customer services/retail experience.

Application Instructions: Please e-mail your resume at KensieRosemontIL@kensieretail.com to be considered.

Contact: Mia Cameli

Address: 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018

Phone: (847) 678-7585

Email: KensieRosemontIL@kensieretail.com

Expires: 08/08/2016

Job ID: 4473101

Job Title: Allergy/Asthma/COPD Clinical Research

Company: Asthma and Allergy Center of Chicago, SC

Job Type: Full Time, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: River Forest, IL, IL

Salary:

Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com. All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.
Contact: Noemi Mendoza  
Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305  
Phone: 708-366-9300  
Fax: 708-366-9310  
Email: na.mendoza@att.net

Expires: 10/10/2016  
Job ID: 4473103  
Job Title: Allergy/Asthma/COPD Clinical Research  
Company: Asthma and Allergy Center of Chicago, SC  
Job Type: Full Time, Part Time, Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: River Forest, IL, IL  
Salary:  
Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.

Contact: Noemi Mendoza  
Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305  
Phone: 708-366-9300  
Fax: 708-366-9310  
Email: na.mendoza@att.net

Expires: 11/10/2016  
Job ID: 4479816  
Job Title: SWIM LESSON INSTRUCTORS- PART TIME
Company: Village of Bensenville
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary: TBD

Job Description: DESCRIPTION Seeking outgoing and fun individuals for instruction of swim lessons to both children and adults. Classes are typically held on Saturday and Sunday mornings. Under the direction of the Aquatic Director, Water Safety Instructors plan, organize, and provide quality swimming and water safety instruction for both children and adults as per The American Red Cross Learn-to-Swim Program. RESPONSIBILITIES Swim Lesson Instructor will perform all but not limited to the following duties: * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Plan and organize swim lesson outlines, methods, and goals that support the general teaching outlines provided by the Aquatic Director and the American Red Cross. * Organize and direct activities for groups of assigned students, to provide a high level of quality instruction. * Ensure that no child is left behind during class instruction; all are thoroughly involved in the aquatic classroom environment. * Help organize and assist in the development of special programs, activities, or instruction. * Help market and promote programs during special events or as directed by the Aquatic Director. * Complete and maintain records for documentation. * Provide constructive and positive feedback to both participants and their respective guardians; both verbal and written form. * Attend in-service training sessions and meetings upon request. * Perform other duties as requested by Aquatic Management. * Continuous maintenance of the pool area to ensure safety and sanitation. * Report definite or potential physical hazards and unsafe
conditions immediately to the Aquatic Director. * Maintain an acceptable appearance, both in uniform and personal hygiene at all times. **EDUCATION AND/OR EXPERIENCE Required:** * Exceptional customer service skills * At least 16 years of age * Proficient in swimming * Must meet American Red Cross Level 4 Stroke Performance * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly. * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute using only legs * Experience working with public; both children and elderly **Preferred:** * Previous position in aquatics or other leadership positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson

**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Apply Online:**
http://www.bensenville.il.us/DocumentCenter/Home/View/547

**Expires:** 11/10/2016

**Job ID:** 4479818

**Job Title:** LIFEGUARDS - PART TIME

**Company:** Village of Bensenville

**Job Type:** Part Time, Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major
Job Target: Any Job Target  
Location: Bensenville, IL 60106  
Salary: TBD  

Job Description: Seeking responsible, friendly, individuals for deep-water lifeguard roles. Under the direction of the Aquatic Supervisors; the Lifeguard must be able to recognize hazardous situations to prevent injury. They must supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, provide assistance and perform rescues. ~American Red Cross

RESPONSIBILITIES The Lifeguard will perform all but not limited to the following duties: * Consistently uphold and abide by all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Prevent injury by maintaining order and correcting inappropriate or unsafe behavior in the pool area. * Accept payment of walk-in swimmers and ensure all swimmers appropriately check in prior to swimming. * Assist persons in trouble; administer first aid to the injured and activate the facility emergency action plan in case of serious incidents. * Take chemical recording each shift. Report all necessary adjustments immediately to Aquatic Director. * Must attend monthly in-service training sessions and meetings as scheduled. * Guards are expected to perform thorough, routine clean up and maintenance of the pool area and locker rooms during and after shift changes to ensure facility safety and water sanitation. * Assist in programs of instruction and special events as requested by Aquatic Management. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director.

EDUCATION AND/OR EXPERIENCE Required: * At least 16 years of age * Must be able to pass the American Red Cross swim test at time of interview: 300 yards continuous swim (100 yds. front crawl with rhythmic breathing, 100 yds. breaststroke, 100 yds. of either front crawl or breaststroke; must use mixture of both.) * Able to retrieve 10 pound object from 7-13 ft. of depth * Tread water without use of hands for 1 minute * Experience working with the public; both children and elderly Preferred: * Previous
lifeguard or other related positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson

**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Apply Online:**
http://www.bensenville.il.us/DocumentCenter/Home/View/547

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**Expires:** 11/10/2016

**Job ID:** 4479820

**Job Title:** ASSISTANT SWIM TEAM COACH

**Company:** Village of Bensenville

**Job Type:** Part Time, Seasonal, Volunteer

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Bensenville, IL 60106

**Salary:** TBD

**Job Description:** Seeking responsible, fun, and assertive individuals to coach our 'Wahoo' swim team and pre-season stroke clinics. Under the direction of the Aquatic Director, the Assistant Swim Coach assists in management of the swim team in accordance with the rules and regulations set forth by the Village of Bensenville, the season's swim conference, as well as the pool rules at the Water's Edge Aquatic
Assistant Team Coaches will perform the following duties under the direction of the Wahoo Head Coach: * Assist the head coach with instructing participants in the rules, regulations, equipment, and techniques of the sport. * Organize and direct individuals and group practices in the activities and exercises as directed by the head coach. * Assess swimmer's skills, monitor students during competitions and practices, and keep the head coach informed of the athletic performance of participants. * Assist the Head Coach with determining game strategy. * Attend swim competitions, both home and away. * Be dressed to enter the water at all times. * Assist with setup and implementation of hosted competitions. * Always model sports-like behavior and maintain appropriate conduct towards students, officials, opposing teams, and spectators. * Assist the head coach with submitting a list of award winners at the end of the season. * Participate in special activities when arranged. (parades, fundraisers, ceremonies, etc.) * Perform supporting tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records. * Model nondiscriminatory practices in all activities. EDUCATION AND/OR EXPERIENCE Required: * Exceptional customer service skills * Must be at least 18 years of age * Experience working with youth 6 to 18 years of age * Proficient in swimming * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, and 15 yards of butterfly * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute * Knowledge of rules, regulations, strategies, and techniques of swimming * Previously worked in aquatics or other related instructional position Preferred: * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

Application Instructions: HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.
Contact: Jena Watson  
Address: The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106  
Phone: 630-766-8888  
Apply Online:  
http://www.bensenville.il.us/DocumentCenter/Home/View/547  

Expires: 11/10/2016  
Job ID: 4479822  
Job Title: POOL MANAGER  
Company: Village of Bensenville  
Job Type: Internship, Part Time, Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bensenville, IL 60106  
Salary: Based on Experience  

Job Description: Currently seeking a responsible, friendly, and tactful individual to assist in the management of aquatic operations. Under the direction of the Aquatic Director, the Pool Manager assists in overseeing shift operations in order to provide quality swimming programs and services. RESPONSIBILITIES The Pool Manager will perform all but not limited to the following duties: * Perform supporting tasks to the Aquatic Director such as aiding in maintenance and filing of paperwork. * Assist in facility safety checks. * Assist in supervision of aquatic personnel (lifeguards, swim instructors, fitness instructors, etc.) * Facilitate shift trainings and in-services as directed by the Aquatic Director. * Assist in the cleaning and maintenance of the aquatic facility; chemical balance, health code adherence, etc... * Ensure pool deck, mezzanine, and locker rooms are safe and clean. * Demonstrate excellent customer service to all visitors using sound ethics and effective public relation skills. * Utilize effective team leadership skills;
communicate efficiently and demonstrate strong listening capabilities. * Maintain knowledge of offered programming and services at the Aquatic facility. * Demonstrate excellent time management skills. * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Assist in special events to help promote programs or recruit new staff. * Responsible for some opening and closing shifts. * Willingness to work with pool pumps and chemicals * Maintain proficiency in American Red Cross Lifeguarding, CPR, AED, First Aid, and Emergency Oxygen. * Assist in the annual rehabilitation and shut down of the facility. * Take water quality samples and make adjustments only under the direction of the Aquatic Director. * Perform guarding and instructional duties as needed. * Handle money, operate, and abide by all facility point-of-sale and cash handling procedures. * Proficiency in computers and Microsoft Office programs. * Act efficiently and effectively to provide proper care in the event of an emergency. * Be flexible, respectful, and demonstrate a dedication to the position and the community. **EDUCATION AND/OR EXPERIENCE Required:** * Exceptional customer service skills * Prior experience working in the aquatic field and a minimum of 1 years' experience in a leadership role. * Proficiency in swimming * Ability to demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly. * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute, and retrieve a 10 pound object from 13 feet * Possess knowledge of basic rules and regulations of pool environments. **Preferred:** * At least 21 years of age * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (if current certification holder, please provide a valid copy of certification with application) * Certified Pool Operator's License (CPO). **Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us
Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106.

**Contact:** Jena Watson  
**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106  
**Phone:** 630-766-8888  
**Email:** jwatson@bensenville.il.us

**Apply Online:**  
http://www.bensenville.il.us/DocumentCenter/Home/View/547

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**Expires:** 11/10/2016  
**Job ID:** 4479823  
**Job Title:** Water Aerobics Instructors  
**Company:** Village of Bensenville  
**Job Type:** Part Time, Seasonal, Volunteer  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bensenville, IL 60106  
**Salary:** TBD  
**Job Description:** Currently seeking a responsible, fun, and assertive individual to instruct our AquaFitness class. Under the direction of the Aquatic Director, the Aquatic Fitness Instructor develops and implements deep water workout routines to enrich the health and life of participants in the course. RESPONSIBILITIES * Instruct participants in the expectations, routines, equipment, and techniques of the activity. * Be dressed to enter the water at all times and enter the water to give appropriate skills demonstrated. * Be on deck before swimmers enter water having equipment setup and prepared. * Ensure that there are sufficient supplies and equipment to conduct workouts. * Assess participant's skills, monitor progress during workouts, and keep the Aquatic Director informed of any challenges EDUCATION AND/OR
EXPERIENCE Required: * Exceptional customer service skills * Must be at least 18 years of age * Experience working with senior citizens and elderly * At least 6 months of teaching experience * Proficient in swimming, comfortable in deep water * Demonstrate swimming ability upon interview * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute Preferred but not required: * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * Aquatic/Water Aerobics Instructor Certification from accredited affiliation * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)

**Application Instructions:** HOW TO APPLY: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

**Contact:** Jena Watson

**Address:** The Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Email:** jwatson@bensenville.il.us

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**Expires:** 11/10/2016

**Job ID:** 4479844

**Job Title:** POOL MANAGER

**Company:** Village of Bensenville

**Job Type:** Part Time

**Location:** Bensenville, IL 60106

**Salary:** Based on Experience

**Job Description:** Currently seeking a responsible, friendly, and tactful individual to assist in the management of aquatic operations. Under the direction of the Aquatic Director, the Pool Manager assists in overseeing shift operations in order to provide quality swimming
programs and services. RESPONSIBILITIES The Pool Manager will perform all but not limited to the following duties: * Perform supporting tasks to the Aquatic Director such as aiding in maintenance and filing of paperwork. * Assist in facility safety checks. * Assist in supervision of aquatic personnel (lifeguards, swim instructors, fitness instructors, etc.) * Facilitate shift trainings and in-services as directed by the Aquatic Director. * Assist in the cleaning and maintenance of the aquatic facility; chemical balance, health code adherence, etc... * Ensure pool deck, mezzanine, and locker rooms are safe and clean. * Demonstrate excellent customer service to all visitors using sound ethics and effective public relation skills. * Utilize effective team leadership skills; communicate efficiently and demonstrate strong listening capabilities. * Maintain knowledge of offered programming and services at the Aquatic facility. * Demonstrate excellent time management skills. * Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Assist in special events to help promote programs or recruit new staff. * Responsible for some opening and closing shifts. * Willingness to work with pool pumps and chemicals * Maintain proficiency in American Red Cross Lifeguarding, CPR, AED, First Aid, and Emergency Oxygen. * Assist in the annual rehabilitation and shut down of the facility. * Take water quality samples and make adjustments only under the direction of the Aquatic Director. * Perform guarding and instructional duties as needed. * Handle money, operate, and abide by all facility point-of-sale and cash handling procedures. * Proficiency in computers and Microsoft Office programs. * Act efficiently and effectively to provide proper care in the event of an emergency. * Be flexible, respectful, and demonstrate a dedication to the position and the community.

Application Instructions: Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.

Contact: Jena Watson
Address: Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106
Phone: 630-594-1413
Email: jwatson@bensenville.il.us
Apply Online: http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479845
Job Title: Aquatic Positions
Company: Village of Bensenville
Job Type: Part Time, Seasonal, Volunteer
Location: Bensenville, IL 60106
Salary: TBD

Job Description: The Bensenville Water's Edge is currently seeking applicants to fill a number of recreation positions. Our facility is an indoor, year-round competition pool. We have an 8-lane lap pool and a separate diving well featuring two, 1 meter boards. We require qualified lifeguards for all hours of operation; during public swim, swim lessons, team practices, scuba instruction, fitness classes, parties, competitions, etc... There is plenty of variety in the fun activities that staff can encounter. Hours of operation varies anywhere from 6:00am-9:30pm throughout the week and 9am-6:00pm on some weekends. For those seeking hours, our facility offers an array of availability. Part-time wages are dependent upon experience and position; entry level positions are available. Currently we are seeking applicants for the following positions: * Lifeguards (opening, mid-day, and closing shifts weekday and weekends) * Swim Lesson Instructors (mornings on the weekends) * Aquatic Fitness Instructors- deep water * Assistant Swim Team Coaches * Pool Manager(s) - minimum of 1 year experience in Aquatics. The Water's Edge can train and certify interested applicants in American Red Cross Deep Water Lifeguarding. For students seeking
community service/volunteer credits, we offer volunteer opportunities working alongside current staff teaching programming.

**Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106.

**Contact:** Jena Watson

**Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

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**Expires:** 11/10/2016

**Job ID:** 4479847

**Job Title:** LIFEGUARDS

**Company:** Village of Bensenville

**Job Type:** Part Time, Seasonal

**Location:** Bensenville, IL 60106

**Salary:**

**Job Description:** Seeking responsible, friendly, individuals for deep-water lifeguard roles. Under the direction of the Aquatic Supervisors; the Lifeguard must be able to recognize hazardous situations to prevent injury. They must supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, provide assistance and perform rescues. ~American Red Cross

**Responsibilities**

The Lifeguard will perform all but not limited to the following duties: * Consistently uphold and abide by all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Prevent injury by maintaining order and correcting inappropriate or unsafe behavior in the pool area. * Accept payment of walk-in swimmers and ensure all swimmers appropriately check in prior to swimming. * Assist persons in trouble; administer first aid to the injured and activate the facility emergency action plan in case of serious
incidents. * Take chemical recording each shift. Report all necessary adjustments immediately to Aquatic Director. * Must attend monthly in-service training sessions and meetings as scheduled. * Guards are expected to perform thorough, routine clean up and maintenance of the pool area and locker rooms during and after shift changes to ensure facility safety and water sanitation. * Assist in programs of instruction and special events as requested by Aquatic Management. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director. **EDUCATION AND/OR EXPERIENCE** Required: * At least 16 years of age * Must be able to pass the American Red Cross swim test at time of interview: 300 yards continuous swim (100 yds. front crawl with rhythmic breathing, 100 yds. breaststroke, 100 yds. of either front crawl or breaststroke; must use mixture of both.) * Able to retrieve 10 pound object from 7-13 ft. of depth * Tread water without use of hands for 1 minute * Experience working with the public; both children and elderly Preferred: * Previous lifeguard or other related positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application) **HOW TO APPLY:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106. **Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL 60106. **Contact:** Jena Watson **Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106 **Phone:** 630-594-1413 **Email:** jwatson@bensenville.il.us
Apply Online:
http://www.bensenville.il.us/DocumentCenter/Home/View/547

Expires: 11/10/2016
Job ID: 4479848
Job Title: SWIM LESSON INSTRUCTORS- PART TIME
Company: Village of Bensenville
Job Type: Part Time, Volunteer
Location: Bensenville, IL 60106
Salary: Based on Experience

Job Description: DESCRIPTION
Seeking outgoing and fun individuals for instruction of swim lessons to both children and adults. Classes are typically held on Saturday and Sunday mornings. Under the direction of the Aquatic Director, Water Safety Instructors plan, organize, and provide quality swimming and water safety instruction for both children and adults as per The American Red Cross Learn-to-Swim Program. RESPONSIBILITIES
Swim Lesson Instructor will perform all but not limited to the following duties:
* Consistently uphold all rules and regulations as set forth by the Village of Bensenville, The Water's Edge Aquatic Center, American Red Cross, and the Illinois Swimming Pool Health Code. * Plan and organize swim lesson outlines, methods, and goals that support the general teaching outlines provided by the Aquatic Director and the American Red Cross. * Organize and direct activities for groups of assigned students, to provide a high level of quality instruction. * Ensure that no child is left behind during class instruction; all are thoroughly involved in the aquatic classroom environment. * Help organize and assist in the development of special programs, activities, or instruction. * Help market and promote programs during special events or as directed by the Aquatic Director. * Complete and maintain records for documentation. * Provide constructive and positive feedback to both participants and their respective guardians; both verbal and written form. * Attend in-service training sessions and meetings upon request.
Perform other duties as requested by Aquatic Management. * Continuous maintenance of the pool area to ensure safety and sanitation. * Report definite or potential physical hazards and unsafe conditions immediately to the Aquatic Director. * Maintain an acceptable appearance, both in uniform and personal hygiene at all times. **EDUCATION AND/OR EXPERIENCE Required:** * Exceptional customer service skills * At least 16 years of age * Proficient in swimming * Must meet American Red Cross Level 4 Stroke Performance * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, sidestroke, as well as 15 yards of butterfly. * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute using only legs * Experience working with public; both children and elderly **Preferred:** * Previous position in aquatics or other leadership positions * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application) **HOW TO APPLY:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106. **Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us. Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106. **Contact:** Jena Watson **Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106 **Phone:** 630-594-1413 **Email:** jwatson@bensenville.il.us **Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547
Expires: 11/10/2016
Job ID: 4479849
Job Title: ASSISTANT SWIM TEAM COACH - PART TIME
Company: Village of Bensenville
Job Type: Part Time, Volunteer
Location: Bensenville, IL 60106
Salary: Based on Experience

Job Description: Seeking responsible, fun, and assertive individuals to coach our 'Wahoo' swim team and pre-season stroke clinics. Under the direction of the Aquatic Director, the Assistant Swim Coach assists in management of the swim team in accordance with the rules and regulations set forth by the Village of Bensenville, the season's swim conference, as well as the pool rules at the Water's Edge Aquatic Center. Responsibilities
Assistant Team Coaches will perform the following duties under the direction of the Wahoo Head Coach:
* Assist the head coach with instructing participants in the rules, regulations, equipment, and techniques of the sport.
* Organize and direct individuals and group practices in the activities and exercises as directed by the head coach.
* Assess swimmer's skills, monitor students during competitions and practices, and keep the head coach informed of the athletic performance of participants.
* Assist the Head Coach with determining game strategy.
* Attend swim competitions, both home and away.
* Be dressed to enter the water at all times.
* Assist with setup and implementation of hosted competitions.
* Always model sports-like behavior and maintain appropriate conduct towards students, officials, opposing teams, and spectators.
* Assist the head coach with submitting a list of award winners at the end of the season.
* Participate in special activities when arranged. (parades, fundraisers, ceremonies, etc.)
* Perform supporting tasks such as distributing and maintaining eligibility forms, emergency data cards, and other related records.
* Model nondiscriminatory practices in all activities.

Education and/or Experience Required:
* Exceptional customer service skills
* Must be at least 18 years of age
* Experience working with youth 6 to 18
years of age * Proficient in swimming * Demonstrate 25 yards of front crawl, back crawl, breaststroke, elementary backstroke, and 15 yards of butterfly * Maintain position on back for 1 minute in deep water (floating or sculling) * Tread water for 1 minute * Knowledge of rules, regulations, strategies, and techniques of swimming * Previously worked in aquatics or other related instructional position **Preferred:** * Fundamentals of Instructor Training (FIT Certification) or Safety Training for Swim Coaches * First Aid and CPR/AED for the Professional Rescuer (If current certification holder, please provide a valid copy of certification with application)  

**HOW TO APPLY:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us . Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.  

**Application Instructions:** Interested applicants can contact the Aquatic Director via email at jwatson@bensenville.il.us Applications and resumes can be dropped off or mailed directly to 545 John Street in Bensenville, IL -60106.  

**Contact:** Jena Watson  
**Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106  
**Phone:** 630-594-1413  
**Email:** jwatson@bensenville.il.us  
**Apply Online:** http://www.bensenville.il.us/DocumentCenter/Home/View/547  

**Expires:** 11/10/2016  
**Job ID:** 4479859  
**Job Title:** Water Aerobic Fitness Instructors  
**Company:** Village of Bensenville  
**Job Type:** Part Time, Seasonal  
**Location:** IL  
**Salary:**
**Job Description:** DESCRIPTION Seeking responsible, mature, energetic, and creative water aerobics instructors to instruct fitness classes held in deep water. Under the direction of Aquatic Management, the AquaFitness Instructor will monitor and educates participants on fitness and healthy lifestyles while maintaining a safe and enjoyable atmosphere for class. RESPONSIBILITIES The AquaFitness, also known as "AquaRobics" Instructor will perform all but not limited to the following duties: * Instruct scheduled classes, beginning and ending on time * Provide adequate warm-up, exercise, stretching, and cool downs for participants * Provide effective workout methods by explaining proper fitness techniques while demonstrating workouts being instructed * Professionally motivate participants through choreography using tempo, cueing, and rhythm * Identify different muscle groups and teach appropriate methods to strengthen specific muscles * Prepare appropriate equipment, provide music, and supply any necessary handouts for classes * Assists patrons, answers questions, and maintain a positive exercise experience for members and class participants * Have the ability to identify and slightly modify workouts for participants with limited mobility challenges or injuries to ensure all participants have an enjoyable and productive workout * Keeps management informed of pool activities, facility needs, and significant problems * Ensures that safety standards are met and that department and facility policies are adhered to * Must be able to attend required monthly in-services * Performs related duties as required. **EDUCATION AND/OR EXPERIENCE REQUIRED:** * Must be at least 18 years of age * Must have prior fitness instruction experience * Ability to swim unassisted in deep water * Ability to put together a water fitness program to conduct classes * Ability to cooperate and work well with staff members and participants * Ability to perform all physical aspects of the position: leading participants, walking, swimming, standing, bending, reaching, lifting, etc... * Ability to aid in emergency situations * Must be able to project voice over loud environment to reach participants PREFERRED: * American Red Cross CPR/AED/First Aid or equivalent certification * Certified Instructor (AEA, ACE, AFAA SCW), water specialty/certification preferred but
not required * Knowledge of human anatomy, kinesiology and training principles

**Job Requirements:** See above.

**Application Instructions:** HOW TO APPLY: Please email resume & application to: Jena Watson, Aquatic Director. jwatson@bensenville.il.us Email submissions should include "Aquatic Fitness Instructor - Part Time" in the subject line; Or mail to; Village of Bensenville - Water's Edge Aquatic Center, 545 John St. Bensenville, IL 60106

**Contact:** Jena Watson

**Address:** Water's Edge Aquatic Center 545 John Street, Bensenville, IL 60106

**Phone:** 630-766-8888

**Email:** jwatson@bensenville.il.us

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**Expires:** 11/11/2016

**Job ID:** 4473104

**Job Title:** Allergy/Asthma/COPD Clinical Research

**Company:** Asthma and Allergy Center of Chicago, SC

**Job Type:** Full Time, Part Time, Seasonal

**Location:** River Forest, IL, IL

**Salary:**

**Job Description:** The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.

**Contact:** Noemi Mendoza

**Address:** 7420 Central Ave, Suite 2020, River Forest, IL 60305

**Phone:** 708-366-9300

**Fax:** 708-366-9310
Email: na.mendoza@att.net

Expires: 12/04/2016
Job ID: 4473106
Job Title: Asthma and COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time
Location: River Forest, IL 60305
Salary:
Job Description: The Asthma and Allergy Center of Chicago is currently looking for people with Asthma or COPD using daily medications such as Advair, Symbicort, or Dulera to volunteer for our clinical research study. All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel. For more information call at 708-366-9300 or go to our website at www.research4health.com
Contact: Noemi Mendoza
Address: 7420 Central Ave, Suite 2020 7420 Central Ave, Suite 2020, River Forest, IL 60305
Phone: 708-366-9300
Fax: 708-366-9310
Email: na.mendoza@att.net

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