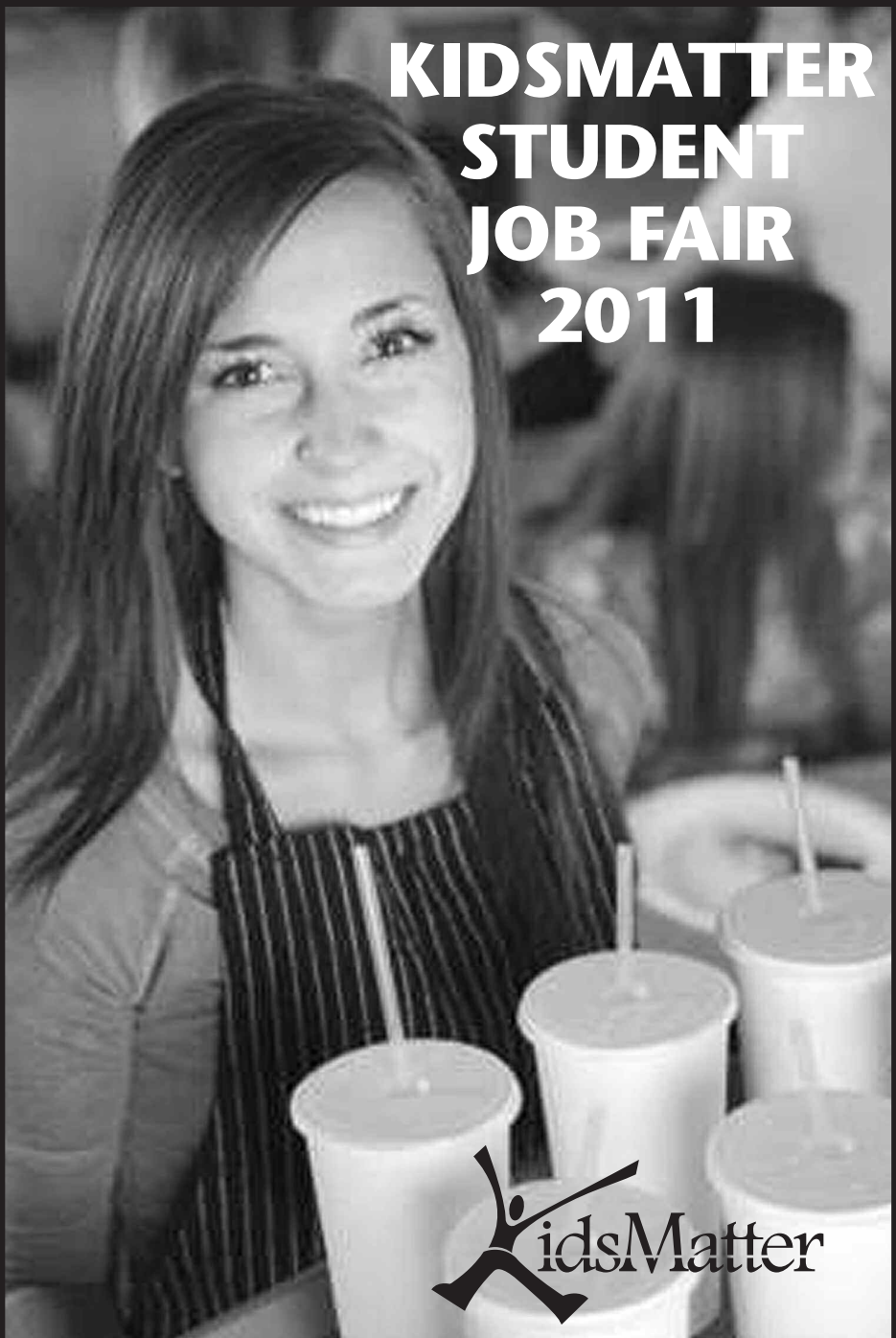


# KIDSMATTER STUDENT JOB FAIR 2011



[www.KidsMatter2us.org](http://www.KidsMatter2us.org)

## ILLINOIS ENERGY WINDOWS & SIDING

\$9 to  
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# High Paying Part-Time Jobs.

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**Rapidly Expanding Company  
Needs 10-15 Motivated  
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Lombard, IL 60148 (630) 627-9200  
[www.illinoisenergy.com](http://www.illinoisenergy.com)  
[www.customshieldsllc.com](http://www.customshieldsllc.com)



\$9 to  
**\$30**  
per hour\*

\$9 to  
**\$30**  
per hour\*



thanks our sponsors for this year's Student Job Fair:

The DuPage Community Foundation  
Illinois Energy Windows & Siding  
Chicagoland Pool Management  
Glancer Magazine

Illinois State Representative Darlene Senger

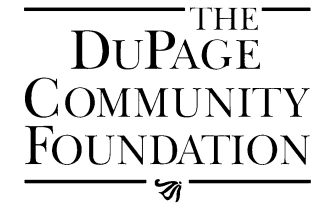
We would also like to recognize the following organizations  
for their support of this event:

Belgio's Catering  
Edward Hospital  
Indian Prairie School District 204  
Naperville Area Chamber of Commerce  
Naperville Community Unit School District 203  
Naperville Community Television, Channel 17  
North Central College  
Occupational Safety and Health Administration  
Whole Foods  
YMCA of Metro Chicago

**KidsMatter thanks  
the City of Naperville and the United Way of DuPage/West Cook  
for their ongoing financial support of our work.**



## EXECUTIVE SPONSOR OF THE STUDENT JOB FAIR



### **The DuPage Community Foundation Mission:**

To raise quality of life throughout DuPage County.

### **The DuPage Community Foundation Vision:**

To foster philanthropy, connect donors to area needs,  
and build community partnerships.

Established in 1986, The DuPage Community Foundation is a publicly-supported 501(c)(3) organization to which contributions are tax deductible. It was created to benefit the people of DuPage County and receives contributions and bequests into a permanent endowment from individuals, corporations, organizations and foundations wishing to make lasting contributions to the people of DuPage. The earnings on these funds are then used, in accordance with donor wishes, for the Foundation's grant making and community leadership activities.

The DuPage Community Foundation seeks to raise the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships. Based on the American virtues of volunteerism and philanthropy, the Foundation fosters a legacy of support for the people of DuPage County by making grants to not-for-profit organizations working in the areas of arts and culture, education, environment, health, and human services. Since its inception the Foundation has built its endowment to more than \$35 million and awarded more than \$11 million in grants to not-for-profit agencies serving the residents of DuPage County and beyond. The DuPage Community Foundation is proud to be celebrating its 25th Anniversary in 2011.

104 E. Roosevelt Rd., Suite 204    Wheaton, IL 60187-5200  
630-665-5556    [www.dcfndn.org](http://www.dcfndn.org)

## **WELCOME TO THE KIDSMATTER STUDENT JOB FAIR**

The goal of this event is two-fold: (1) to provide high school and college students a convenient way to connect with a wide variety of part-time employment opportunities, and (2) to provide multiple opportunities to develop basic skills needed to become successful workers.

This booklet is designed to help you identify the types of jobs each business offers so you can easily find the one(s) that interest you.

The businesses participating in the Fair are listed alphabetically. They are described in the following way: their minimum age requirement, seasonal or year-round employment opportunities, minimum number of hours required each week, types of positions available, specific skills or experience needed in order to be hired and contact information for each business.

On pages 3 and 4 we offer some tips and tactics for increasing your odds of securing a job. For those of you who attend the Job Fair, there are representatives who can assist you with internship opportunities, interview skills, and resume building as well as applications and answering questions, workplace safety, and work permits.

*The KidsMatter Board of Asset Trustees, Staff and Volunteers  
wish you all the best in your job-seeking endeavors.*

*KidsMatter equips youth and families with tools to manage  
the stress of everyday life through dynamic school and community programs,  
practical education, resources and youth recognition.*

*We harness the power of partnership with parents, educators and an  
extensive network of community resources to help kids and families thrive.  
Our goal - to stop problems in kids' lives before they start!*

**For more information about KidsMatter, visit  
[www.KidsMatter2us.org](http://www.KidsMatter2us.org)**

## **QUESTIONS TO CONSIDER WHEN SEEKING EMPLOYMENT**

*Where do you want to work?*

- ▶ Outside: pool, golf course, camp, and so on.
- ▶ Inside: office, restaurant, store, and so on.

*What type of work do you enjoy?*

- ▶ Clerical, physical labor, child care, food service, and so on.

*What type of work are you qualified for?*

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

*What type of job would support your long-term career goals?*

*How will you get to and from work?*

- ▶ Can you walk to work?
- ▶ Do you need to borrow the family car?
- ▶ Do you need to find a regular ride, and if so, from whom?

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

- ▶ Have you considered your school and extra-curricular commitments?

*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 the school in which you are enrolled. Specific guidelines on the number of days and hours you can work apply.
- ▶ 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 as an employee.
- ▶ References can include a teacher, a member of the clergy, a scout leader, a previous employer, a neighbor.
- ▶ References should NOT include members of your family.
- ▶ In all cases, ask permission before you use them as a reference.

## YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION

### Top Ten Tips for interviewing:

1. Arrive on time or early.
2. Dress appropriately - be clean, well groomed and no gum.
3. Turn OFF the cell phone.
4. Smile, offer a firm handshake and make eye contact.
5. Write neatly on the job application in blue or black pen.
6. Bring a resume that includes your personal information (education, previous employment experience, activities, address and phone number).
7. Speak clearly. Use proper English – avoid “um,” “like,” or “er.”
8. Use good manners; be polite.
9. Ask questions about the company and the job responsibilities.
10. Thank the prospective employer for his/her time and ask about the follow-up process (i.e. when should you 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 six students waiting to be interviewed?
- ▶ Tell me about a time you had a problem and how you solved it.
- ▶ What do you like best about school?
- ▶ What motivates you?

### Top Ten Qualities employers look for:

1. Communication skills (verbal and written)
2. Honesty and integrity
3. Teamwork skills
4. Interpersonal skills
5. Strong work ethic
6. Motivation and initiative
7. Flexibility and adaptability
8. Analytical skills
9. Computer skills
10. Organizational skills

## KEY

- 16** Minimum age requirement      **S** Seasonal work available  
**YR** Year-round work available

### AMERICAN MARTIAL ARTS ACADEMY-NAPERVILLE

**16**      **S** and **YR**

**Note:** 3-6 hours per week is required for part-time employees.

**Positions available:** Counselor, Office Assistant, Assisting the Learning Center Director, Assistant Instructor (with black belt and World TKD Federation certificate); Instructor (with certified instructor courses).

**Skills or experience necessary:** Similar experience preferred, internship available, job training program available.

**Contact information:** Jae Hyeon Jeon, VP/Director  
 1020 104th St. Unit 104, Naperville, IL  
 630.369.8879  
 jae.h.jeon@gmail.com  
 www.amaa-usa.com

### AURELIO'S PIZZA

**16**      **YR**

**Note:** 10 hours per week is required for part-time employees.

**Positions available:** Shift Manager, Cook, Phone Hostess, Driver.

**Skills or experience necessary:** Desire to work in food industry, strong communications skills, ability to communicate clearly and effectively with customers, planning, organization and basic computer skills, flexibility to work days, evenings and weekends.

**Contact information:** Gail Anderson  
 3 Locations:  
 931 West 75th Street, Naperville, IL 60564  
 6430 Main Street, Ste 130, Woodridge, IL 60517  
 100 E. Roosevelt Road, Villa Park, IL 60181  
 P: 630.904.6363  
 F: 630.904.6352  
 resume@csawmarketing.com  
 www.aptogo.com

## BD'S MONGOLIAN GRILL

**16** **YR**

**Note:** No minimum hours required per week.

**Positions available:** Host, Griller and Kitchen.

**Skills or experience necessary:** A great work ethic, positive attitude, team player and multitasking abilities.

**Contact information:** Megan King, General Manager  
221 S. Washington Ave., Naperville, IL 60540  
630.428.0300  
npbd@gomongo.com  
www.gomongo.com

## BOLINGBROOK PARK DISTRICT

**15** **S**

**Note:** No minimum hours required per week. 15-year-olds can work with work permit.

**Positions available:** Lifeguards, Guest Services for indoor/outdoor pool, Custodians at pool, Birthday Party Hosts, Learn-To-Swim Program, Day Camp Counselors, Special Recreation Counselors and Inclusion Aids, Naturalist Day Camp Counselors, Gymnastics Instructors.

**Skills or experience necessary:** Lifeguard positions must pass the StarGuard certification program or register for on-site program. Fee for certification and workbook. Positive attitude, able to work flexible schedule and be customer service oriented.

**Contact information:** Terri Tamer, Human Resource Generalist  
Kaia Dutler, Aquatics Manager  
201 Recreation Dr., Bolingbrook, IL 60440  
630.783.6533  
630.783.6637  
ttamer@bolingbrookparks.org  
kdutler@bolingbrookparks.org  
www.bolingbrookparks.org

## BRUNSWICK ZONE XL

**16** **YR**

**Note:** No minimum hours required per week.

**Positions available:** Snack Bar, Food Counter, CSR, Server (age requirement), Party Host.

**Skills or experience necessary:** No experience required.

**Contact information:** Lisa Graham  
1515 Aurora Ave. Naperville, IL 60540  
630.355.7622  
gm.bz.naperville@brunbowl.com  
www.BowlBrunswick.com

## CAPTIVATING SIGNS LLC

**16** **S**

**Note:** No minimum hours required per week.

**Positions available:** Help with design work, installing printed vinyl signs, running errands, answering phone calls.

**Skills or experience necessary:** Computer, hands-on, can drive.

**Contact information:** Atul Akhand, President  
670 W 5th Ave. Ste. 116, Naperville, IL 60563  
630.470.6161  
atul@captivatingsigns.com  
www.captivatingsigns.com

## CHICAGO BANCORP

**19** **S** and **YR**

**Note:** No minimum hours per week required.

**Positions available:** Associate Bankers, Assistant Program and Receptionist.

**Skills or experience necessary:** Phone skills, basic computer and typing skills.

**Contact information:** Gene Mundt  
1823 Centre Point Circle, Naperville, IL 60563  
815.277.4036  
gene@chicagobancorp.com  
www.GeneMundt.com

NEED A JOB?

## CHICAGOLAND POOL MANAGEMENT, INC

**16** **S**

**Note:** 20 hours per week required for part-time employees, up to 40 hours per week may be available.

**Positions available:** Certified Life Guards, Head Lifeguards, Pool Managers (positions are located throughout DuPage, Will, Cook and Kane counties).

**Skills or experience necessary:** All employees must be certified in the American Red Cross Lifeguard, StarGuard or equivalent certification. These courses are available at park districts, local high schools, community colleges and YMCAs. All prospective employees are responsible for finding their own certification courses.

Chicagoland Pool Management is looking for individuals who show professionalism in performing their duties. Safety at the facilities is our number one concern as well as being able to be helpful to patrons using the pool in the event of concern or issue.

Head Lifeguards and Pool Managers need multiple years of experience to be considered.

**Contact information:** David S. Rubenstein, President  
773.617.8999  
dsrrube@aol.com

Bret Petermann, Regional Director  
630.903.0847  
bpetermann@chicagolandpoolmanagement.com

Leslie Clark, Human Resources Director  
630.808.3558  
lichtercpm@aol.com

P.O. Box 3497, Lisle, IL 60532  
www.chicagolandpoolmanagement.com

## COLD STONE CREAMERY OF DOWNTOWN NAPERVILLE

**16** **S** and **YR**

**Note:** No minimum hours per week required.

**Positions available:** Part time crew members.

**Skills or experience necessary:** Outgoing, energetic, hard working, trustworthy, entertaining, good work ethic, passion for ice cream!

**Contact information:** Sarah Johnson, General Manager  
23 W. Jefferson Ave., Naperville, IL 60540  
630.369.5646  
napervillecoldstone@comcast.net  
www.coldstonecreamery.com

## COOKIE DOUGH CREATIONS

**16** **S** and **YR**

**Note:** No minimum hours per week required.

**Positions available:** Cashier, Customer Service, Retail, Team Building.

**Skills or experience necessary:** No experience required.

**Contact information:** Christopher Latham, Retail Manager  
22 W. Chicago Ave., Naperville, IL 60540  
630.369.4833  
info@cookiedoughcreations.com  
www.CookieDoughCreations.com

NEED A JOB?

### COUNTRY INN AND SUITES NAPERVILLE

**18** **S** and **YR**

**Note:** No minimum hours per week required.

**Positions available:** Part-time Guest Service Representatives and Room Cleaners.

**Skills or experience necessary:** Customer service experience is a plus but not required.

**Contact information:** Mike Mackaluso, Operations Manager  
1837 Centre Point Circle, Naperville, IL 60563  
630.505.3353  
mike.mackaluso@countryinns.com  
www.countryinns.com/napervilleil

### CULVER'S OF AURORA/NAPERVILLE

**15** **S** and **YR**

**Note:** 10 hours per week required for part-time employees.

**Positions available:** Cashiers, Runners, Dessert Specialists, Guest Attendant/Hospitality.

**Skills or experience necessary:** No experience required.

**Contact information:** Any Manager  
509 S. Rte. 59, Aurora, IL 60504  
630.978.8709  
culversillinois@sbcglobal.net

### GIRL SCOUTS OF GREATER CHICAGO AND NORTHWEST INDIANA

**18** **S**

**Note:** 40 hours per week required for part-time employees.

**Positions available:** Summer Camp Counselors (Day or Resident Camp), Lifeguards.

**Skills or experience necessary:** Willingness to live onsite if hired for resident camp. High School graduate.

**Contact information:** Jessie Bylander  
222 S. Riverside Plaza, Suite 2120  
Chicago, IL 60606  
312.416.2500 x260  
jbylander@girlscoutsgcnwi.org  
www.girlscoutsgcnwi.org

### HEARTLAND FOOD CORP. BURGER KING

**16** **S** and **YR**

**Note:** No minimum hours required per week.

**Positions available:** Crew Member, Cashier, Cook, Porter.

**Skills or experience necessary:** No experience required.

**Contact information:** Lakeisha Charles  
1400 Opus Pl., Ste 900, Downers Grove, IL 60515  
630.598.3419  
lcharles@heartlandfoodcorp.com  
www.jointeamheartland.com

NEED A JOB?

## HIPP TEMPORARY

18 S and YR

**Note:** No minimum hours per week required.

**Positions available:** Administrative, Office, Warehouse, Light Industrial, Landscaping, Construction.

**Skills or experience necessary:** Determined by job.

**Contact information:** Joe Gosselin  
326 N. Sleight, Naperville, IL  
630.291.3878  
jg\_gosselin@yahoo.com  
www.hiptemporary.com

## ILLINOIS ENERGY WINDOWS & SIDING

17 YR

**Note:** 12 hours per week required from part-time employees.

**Positions available:** Marketing, Advertising, Appointment Scheduling.

**Skills or experience necessary:** No experience required.

**Contact information:** Omar Romero  
450 Eisenhower Lane N., Lombard, IL 60148  
630.627.9200  
dsonner@gmail.com  
www.illinoisenergy.com  
www.customeshieldelite.com

## JUICE PLUS

18 YR

**Note:** No minimum hours per week.

**Positions available:** Sales Consultant.

**Skills or experience necessary:** No experience required.

**Contact information:** Jan Hammersley  
Naperville, IL  
630.803.6822  
hmr454@aol.com  
www.janshealthfoods.com

## MONARCH LANDING

16 YR

**Note:** 3 shifts per week required from part-time employees.

**Positions available:** Wait Staff, Utility Worker, Restaurant Assistant.

**Skills or experience necessary:** Must have a great attitude, be willing to show care and concern for senior citizens, have an interest in making a difference in the lives of others. Previous experience not required.

**Contact information:** Laura Soofi, Staff Development Manager  
2255 Erickson Dr., Naperville, IL 60563  
630.300.1082  
lsoofi@monarchlanding.net  
www.WelcometoMonarchLanding.com

NEED A JOB?

## NAPERVILLE COUNTRY CLUB

**18** **S** and **YR**

**Note:** No minimum hours per week required.

**Positions available:** Contact Naperville Country Club for available positions.

**Skills or experience necessary:** Contact Naperville Country Club for requirements.

**Contact information:** Thomas Hiestand,  
Executive Chef, Food & Beverage Director  
25 W 570 Chicago Ave., Naperville, IL 60540  
630.355.6015  
Thomas@napervillecc.org

## NAPERVILLE PARK DISTRICT

**16** **S**

**Note:** No minimum hours required.

**Positions available:** Lifeguard, Swim Team Coach, Swim Lesson Instructor, Swim Team Head Coach, Diving Instructor, Concessions and Paddle Boat Attendants.

**Skills or experience necessary:** Visit [www.napervilleparks.org/careers](http://www.napervilleparks.org/careers) to view all current job postings and minimum requirements.

**Contact information:** Naperville Park District  
320 W. Jackson Ave., Naperville, IL 60540  
630.848.5000  
[www.napervilleparks.org/careers](http://www.napervilleparks.org/careers)

## NAPERVILLE PET CARE

**18** **YR**

**Note:** No minimum hours per week required.

**Positions available:** Pet Care, Dog Walker.

**Skills or experience necessary:** Must be dependable, be able to work a flexible schedule and have a real passion for animals.

**Contact information:** Susan Anderson  
630.388.8495  
susan@napervillepetcare.com  
[www.NapervillePetCare.com](http://www.NapervillePetCare.com)

## OFFICEMAX

**17** **YR**

**Note:** Minimum of 5-25 hours per week required from part-time employees.

**Positions available:** Cashier, Store Associate, imPress Copy Service Associate, Technology Specialist.

**Skills or experience necessary:** Previous experience in retail/customer service environment preferred. Ability to work a flexible schedule, including evenings and weekends, is necessary. Ability to interact with customers and associates in a professional, positive and courteous manner. Ability to interact positively with other associates to promote teamwork.

**Contact information:** Shelley Newman, Store Manager  
790 Royal St. George Dr., Naperville, IL 60563  
630.717.7571  
store0204@officemax.com  
[www.officemax.com](http://www.officemax.com)

NEED A JOB?

## PANERA BREAD

**16** **YR**

**Note:** 10 hours per week required from part-time employees.

**Positions available:** Cashier, Sandwich Line, Salad Line, Barista, Drive-thru Operator, Dish Operator, Dining Room.

**Skills or experience necessary:** A great attitude, multi tasker and desire to work.

**Contact information:** Amanda Balde  
1191 E. Ogden, Naperville, IL 60563  
630.548.5070  
amanda.balde@panerabread.com  
www.panerabread.com

## THE HOME DEPOT

**18** **S** and **YR**

**Note:** No minimum hours required per week.

**Positions available:** Cashier, Lot Associate, Freight and Sales.

**Skills or experience necessary:** Must be 18 years or older, pass the drug test, background test and validated selection test, be able to work a flexible schedule, successfully complete any required training, possess excellent customer service skills.

**Contact information:** Candidates should apply to and contact the ASDS for their local Home Depot store.

## YMCA SAFE 'N' SOUND

**16** **S** and **YR**

**Note:** 15 hours per week required from part-time employees.

**Positions available:** Group Worker Aide and Camp Counselor.

**Skills or experience necessary:** No experience required.

**Contact information:** Samantha Keen  
31W290 Schoger Dr., Naperville, IL 60564  
630.640.9702  
keen@heritageymca.org  
www.heritageymca.org

## VOCATIONAL

The Naperville Police Department  
630.420.6666

The Naperville Fire Department  
630.420.6142

US Army  
630.961.2680

Everest College  
888.741.4270

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630.978.4501

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GLANCER MAGAZINE

# Glancer

M A G A Z I N E

**ILLINOIS STATE REPRESENTATIVE DARLENE SENGER**



**2011 KID-FRIENDLY BUSINESSES**

- AE Sports Publishing
- Anderson's Bookshop
- American Martial Arts Academy
- Awards & Fine Gifts, Inc.
- Belgio's Catering
- Braconi's
- Captivating Signs
- Century Walk Corporation
- Chicagoland Pool Management, Inc.
- The City of Naperville
- Country Inn & Suites
- Crate & Barrel
- Culver's of Aurora
- Design & Promote
- DreamStreet Theatre Company
- Edward Hospital
- Goodwill Retail Services
- Hipp Temporary
- Illinois Energy Windows & Siding
- La Sorella di Francesca
- Lou Malnati's Pizzeria
- Maple Park Dental
- Meatheads Burgers & Fries
- Monarch Landing
- Name Droppers
- The Naperville Park District
- Naperville Running Company
- The Naperville Town Planner
- Symmetry Chiropractic & Wellness
- Traverso's
- West Suburban Educational Associates
- YMCA of Metro Chicago