



TEMPORARY PART-TIME SUMMER YOUTH JOB PROGRAM

SUMMARY DESCRIPTION

The Village of Hazel Crest is looking for energetic youths for six-week job/educational program for Hazel Crest residents between the ages of 15 to 19 years old. Some positions will be based offsite.

SUPERVISION RECEIVED

Works under the general supervision of the Community and Business Affairs Director's designee.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clerical and administrative tasks
- Brush removal
- Shrubbery trimming
- Tree planting
- Weeding, and similar tasks
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Must be between the ages of 15 years and 19 years
- Must be a Hazel Crest resident
- Must be a currently enrolled student with a 3.0 grade point average and good attendance record
- Must possess the ability to complete daily activities according to work schedule.
- Ability to understand, follow, and transmit written and oral instructions.
- Ability to establish effective working relationships with employees, supervisors, and the public.
- Must display proper conduct reflective of a professional employee of the Village of Hazel Crest.

Applicants must complete an application at the Village of Hazel Crest Municipal Center.

**[Village of Hazel Crest](#)
3000 W. 170th Place
Hazel Crest, IL 60429**

*****The deadline for submission is July 1, 2016.*****