

# Elgin Area Chamber Job Posting

Know someone who might be interested in this Chamber list? Please pass this on!

Welcome to the Elgin Area Chamber Job Posting. As a service, the Elgin Area Chamber is merely forwarding this information and is not responsible for the content or outcomes of these postings. Please contact Jeanette Mihalec at [jmihalec@elginchamber.com](mailto:jmihalec@elginchamber.com) with any questions or submissions.

## The 1000 Worker Skill Initiative

This Chamber and community program offers a free job skills assessment leading to a National Career Readiness Certificate for unemployed residents of Community College District 509. A NCRC is a credential that lets you stand out from the crowd! To access an informational brochure outlining this program, [click here](#). (<http://www.elginchamber.com/pdf/standout.pdf> for those receiving the non-PDF version)

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## Links to Job Sections of Members' Web Sites

As some of our members have job sections on their own web sites, below are direct links to this additional job opening information. In some cases, your applications can be submitted directly. Simply click on the business name (below) to access the link. (Those receiving the PDF version will need to copy and paste the subsequent spelled-out link.)

### **Bearco Management Co. (McDonald's)**

<http://www.bearcomgmt.com/careers.php>

### **Provena St. Joseph Hospital**

<http://www.provena.org/saintjoseph/careers>

### **City of Elgin**

<http://www.cityofelgin.org/jobs.aspx>

### **School District U-46**

<http://www.u-46.org/spps/sitepage.cfm?catid=19>

### **Elgin Community College**

[http://www.elgin.edu/jobpostingviewer/elginedu/jobview.aspx?ekmense1=c580fa7b\\_8\\_32\\_btnlink](http://www.elgin.edu/jobpostingviewer/elginedu/jobview.aspx?ekmense1=c580fa7b_8_32_btnlink)

### **Sherman Health Systems**

[http://www.shermanhealth.org/jobSci\\_viewJobListings.php](http://www.shermanhealth.org/jobSci_viewJobListings.php)

### **Grand Victoria Casino**

<https://www.hrapply.com/grandvictoriaelgin/setup.app>

### **U.S. Cellular**

<http://www.uscellular.jobs/default.aspx?rid=lgNCh>

### **Hospice and Palliative Care of**

### **Northeastern Illinois**

<http://www.hospiceanswers.org/careers/careers.aspx>

### **VNA of Fox Valley**

<http://www.vnafoxvalley.com/opps.html>

### **Kane County Forest Preserve**

<http://www.kaneforest.com/employment/jobs.aspx>

### **Well Child Center**

<http://wellchildcenter.org/Employment.html>

Please also note: The Illinois Department of Employment Security and Chamber member staffing services also have information on many employment opportunities in our area. Please visit our website's Business Search section at [www.elginchamber.com](http://www.elginchamber.com) to find their contact information.

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## Resources for Jobs

### **Job Hunting Center Available at Gail Borden Library**

The Job Hunting Center at the Gail Borden Library is a great community resource for job seekers! To watch a video about the Job Hunting Center and learn more about how it can help you or someone you know land the perfect job, [click here!](#)

### **Click here for Kane County Dept. of Employment & Education Newsletter**

# Elgin Area Chamber Job Posting

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KCDEE is Hiring!, Min. Wage increase, Top 10 jobs for the next decade and more Information on job fairs, workshops, and other important topics is also available at their web site (<http://kcdee.org>).

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## Jobs Available Specific Job Listings - Please scroll down for details.

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#### 1) Sales Coordinator at The Candlewood Suites Elgin NW

Sales Coordinator job opening. The Candlewood Suites Elgin NW is searching for a Sales Coordinator and put a spin on our Sales Team. Must have a minimum of 1 year Sales experience in Elgin Market. Must be computer proficient, great communication and negotiation skills. This is a part-time position a minimum of 20-30 hours a week. email resume to [anah\\_chirr@ymail.com](mailto:anah_chirr@ymail.com)

#### 2) Police Officer for City of Elgin

Additional Status Information: Application packets may be picked up 07/19/2010 through 08/13/2010, between 8:00 a.m. and 5:00 p.m.

Salary: \$59,189 plus a comprehensive benefit package.

Description:

The City of Elgin is seeking qualified candidates for the position of Police Officer. Elgin is a rapidly growing community with a population over 100,000 operating under a City Manager form of government. The Elgin Police Department currently has 190 uniformed police officers.

Duties/Responsibilities include but are not limited to the following: preserve the public peace; protect life and property; prevent crime; detect and arrest violators of the law; enforce all criminal and traffic laws of the State of Illinois and the ordinances of the City of Elgin; conduct traffic accident investigations; patrol an assigned area of the City; investigate suspicious incidents; conduct preliminary investigations; preserve evidence and interview witnesses.

**Application Deadline: 8/13/2010 5:00 PM**

Qualifications:

At the time of the written exam, all candidates MUST be:

- (1) a U.S. citizen,
- (2) 21 years of age or older,
- (3) in possession of a valid driver's license,
- (4) in good physical condition, and
- (5) a graduate with a bachelor's degree from an accredited college OR a full-time police officer with 4 years of experience with 60 hours of college credit.

A copy of your birth certificate, driver's license and either the college transcripts or college diploma must be submitted with application.

Special Requirements:

YOU MUST PICK UP AN APPLICATION IN PERSON FROM CITY HALL.

**Application packets may be picked up July 19, 2010 through August 13, 2010 between the hours of 8:00 a.m. to 5:00 p.m.** There is a \$10.00 fee for picking up an application. Packets are available at the cashier in the main lobby of City Hall, located at 150 Dexter Court, Elgin. **Completed applications must be returned by August 13, 2010.**

Miscellaneous:

Examination Date: Mandatory orientation and written examination will be administered on Saturday, August 28, 2010.

#### 3) PT Golf Attendant – Clubhouse at City of Elgin

Salary: Hourly rate: \$9.21

Description:

1. Responsible for the preparation of food products.
2. Responsible for serving food, alcoholic and non-alcohol beverages.
3. Responsible for maintaining inventory levels.
4. Responsible for maintaining a clean and sanitary work environment.
5. Responsible for wearing staff uniform
6. Attend all staff meetings and in-service training.
7. Responsible for following and implementing City of Elgin rules and regulations.

**Application Deadline: 7/30/2010 11:59 PM**

# Elgin Area Chamber Job Posting

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Qualifications:

1. Must be 21 years of age.
2. Previous food service experience preferred.
3. Ability to work pleasantly with others.
4. Ability to handle multiple tasks and work in a fast paced environment.
5. TIPS training required within 1 month of hire.
6. Computer and POS experience preferred.
7. Applicant must be a self starter, enthusiastic, and have good communication skills.

Special Requirements:

Hours: Varies; hours of golf operation, to include weekend and holiday hours. Approximately 25 to 35 hours per week during the golf season.

Applications can be picked up at the Human Resource Department 150 Dexter Court Elgin, IL 60120. EOE.

## **4) PT Pro Shop Attendant at City of Elgin**

Salary: \$8.25 / hour

Description:

Summary of Position

Will be responsible for serving the Pro Shop patrons, maintaining the Pro Shop and assist with activity coordination with patrons.

Essential Functions/Typical Tasks

Daily cash handling typical of clerk duties

Maintain merchandise presentation

Direct outside staff to prepare for patrons activities

Coordinate daily on course event activity for patrons

Monitor pace of play and cart fleet via global positioning system

Perform reservation functions with customers via phone or on-line

Other misc. duties as directed

**Application Deadline: 7/30/2010 11:59 PM**

Qualifications:

Maintain effective working relationships with fellow employees and patrons

Able to work in a fast paced environment

Able to work a flexible schedule to include evenings and weekends

Customer service oriented individual

Able to lift 20 lbs on a regular basis

Valid Illinois driver's license required

Knowledge of golf helpful

Special Requirements:

Hours: Varies; weekends and holidays required. 20-30 hours a week, April - October

Applications can be picked up at the Human Resource Department 150 Dexter Court Elgin, IL 60120. EOE.

## **5) Administrative Assistant- PT, Boys & Girls Club of Elgin**

Part Time Administrative Assistant to work 29 hours per week, Monday-Friday 9-2:30 at our Education & Enrichment Center.

Provide regular clerical and administrative support to the Executive Director and other Club senior staff. Prepares correspondence and reports, maintains schedule and calendar, answers telephones and maintains electronic and hard copy files. Provide superior customer service to internal and external customers. Experience with Quick Books and donor database a plus. Must be able to work within an active environment, and interact with children.

Skills Required:

- High School diploma or GED required / college degree preferred
- Bilingual skills are a plus
- Strong communication skills, both oral and written
- Strong organizational skills, takes good notes & follows through, ability to manage time well
- Typing skills 45 wpm, proficient in Microsoft Word, Excel, and Power point
- Pleasant and helpful phone manner, greet visitors with a smile

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- Data entry experience helpful, particularly custom software package experience

Please submit resume to [reinert@foxvalley.net](mailto:reinert@foxvalley.net) – questions contact Rose at 847-608-5017

## **6) Teacher at Elgin Child and Family Resource Center at One Hope United**

Job Summary: Manage classroom atmosphere, including nurturing children, planning class curriculum that is developmentally appropriate (physical, mental, social, emotional and cognitive) maintaining communication with parents.

- Uses positive approaches to help children to solve problems.
- Arranges classroom in well-defined learning centers that are clearly labeled, clutter-free reflect children's interests and encourage independent use,
- Plans and implements a curriculum which is responsive to children's individual needs, interests and developmental levels.
- Follows all safety and health rules for the center, including all state, federal, NAEYC and Kids Hope United's health and safety guidelines.
- Supervises children by sight and sound at all times.
- Completes paperwork which is well-written, thorough, and completed in a timely manner
- Demonstrates an understanding of and a commitment to follow Kids Hope United's Culture of Respect and NAEYC Code of Ethical Conduct.
- Reports to work on time, maintains consistent attendance, adhering to staffing schedules and demonstrating flexibility to adjust work schedule as needed.
- Actively participates in meetings, planning and center-wide activities.
- Demonstrates the ability to develop and guide classroom teaching staff and volunteers.
- Obtains a minimum of 30 hours of in-service training per year, and is responsible for initiating a plan to obtain these hours.
- Understands and implements the Strengthening Families Initiative model.
- Communicates regularly with families.
- Understands and maintains a Primary Care giving relationship with individual children and families.
- Assesses each child's development and develops appropriate goals.
- Organizes environment and appropriately cares for equipment, keeping equipment safe, clean and accessible to children,

Bachelor's Degree Early Childhood Preferred

Please send resume to:

Colleen Bandy

Director

Elgin Child and Family Resource Center

Via 847-697-8509 (Fax) or [cbandy@onehopeunited.org](mailto:cbandy@onehopeunited.org)

## **7) Community Outreach and Resource Coordinator at The Literacy Connection**

The Literacy Connection is seeking a diversely talented individual to coordinate fundraising, volunteer recruitment, publicity and recognition and to assist in writing grant proposals. 30 hours a week. Bilingual in Spanish is helpful, but not required.

Candidate must be able to:

- manage multiple tasks and deadlines.
- adjust working schedule to meet the demands of the position (including occasional nights and weekends)
- communicate effectively in writing
- develop materials to be used for agency's fundraising campaigns and endowment
- generate \$10,000 in funding annually through sponsorship, ad sales, grants or other vehicles

Bachelor's degree in public relations, marketing or related field. Computer proficiency in Word, Excel, Outlook, PowerPoint, Publisher, InDesign, Joomla! or similar web design program, data base management, Internet and social media sites. Minimum two to three years of relevant experience in public relations, fund development or volunteer management.

Must have reliable transportation, hold a valid driver's license, and have valid insurance. Must be able to speak distinctly to large groups.

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**Know someone who might be interested in this Chamber list? Please pass this on!**

Send resume to Karen Oswald at [koswald@elginliteracy.org](mailto:koswald@elginliteracy.org) <<mailto:koswald@elginliteracy.org>> or FAX (847) 742-6599.

The Literacy Connection is a non-profit organization dedicated to helping adults in the northwest suburbs reach their literacy goals through one-on-one volunteer tutoring and small group instruction.

**8) Bi-Lingual CNA: Aurora - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**9) Psychiatrist: Aurora & Elgin - Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**10) Physician - OB/GYN: Aurora & Elgin - Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**11) Physician – Internal Medicine/Geriatician: Aurora - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**12) Custodian/Inventory Clerk: Aurora – Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**13) Bi-Lingual Dental Assistant: Aurora – PRN Dental Office at VNA of Fox Valley**

For more information, scroll down to #33

**14) Nurse Practitioner – Behavioral Health: Aurora - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**15) Registered Nurse Team Leader OB/GYN: Aurora – Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**16) Registered Nurse: Aurora – PRN Home Health at VNA of Fox Valley**

For more information, scroll down to #33

**17) Physical Therapist: Aurora & Elgin - Full-time/Part-time/PRN at VNA of Fox Valley**

For more information, scroll down to #33

**18) Physical Therapy Assistant: Aurora & Elgin - Full-time/Part-time/PRN at VNA of Fox Valley**

For more information, scroll down to #33

**19) Registered Nurse – Behavioral Health: Aurora – Part-time Home Health at VNA of Fox Valley**

For more information, scroll down to #33

**20) Registered Nurse: Aurora – Part-time House Calls & Intake at VNA of Fox Valley**

For more information, scroll down to #33

**21) Nurse Practitioner – Family Practice: Aurora - Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**22) Nurse Practitioner – OB/GYN: Aurora - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**23) Medical Biller: Aurora – Full-time – Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**24) Bi-Lingual Registration/Exit: Aurora – Full-time – Health Center at VNA of Fox Valley**

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For more information, scroll down to #33

**25) Registered Nurse Weekend Supervisor: Aurora – Part-time Home Health at VNA of Fox Valley**

For more information, scroll down to #33

**26) Physician – Pediatrician: Aurora - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**27) Bi-Lingual CNA: Elgin - Full-time/Part-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**28) Bi-Lingual Translator: Aurora – Full-time Health Center Psychiatry at VNA of Fox Valley**

For more information, scroll down to #33

**29) Bi-Lingual Pregnancy Information Coordinator: Aurora - Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**30) Registered Nurse: Aurora - Part-Time Hospice at VNA of Fox Valley**

For more information, scroll down to #33

**31) Registered Nurse Team Leader Family Practice: Aurora – Full-time Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**32) Registered Nurse: Aurora & Elgin – PRN Health Center at VNA of Fox Valley**

For more information, scroll down to #33

**33) Registered Nurse – Family Practice: Aurora – Part-Time Health Center at VNA of Fox Valley**

VNA of Fox Valley is looking for friendly, dedicated and compassionate employees. VNA Health Centers (Aurora & Elgin) have a staff of over 250 including doctors, nurse practitioners, nurses, and other healthcare and administrative professionals. We serve over 90,000 annually, providing primary care at our Federally Qualified Health Centers for those with little or no insurance. If you are looking to serve as an advocate for patients, this is your opportunity to make a difference!

VNA of Fox Valley is a humanitarian, not-for-profit organization based on the concept that each individual has the right to quality health care and is to be treated with dignity. VNA has been at the forefront of health services in the Fox Valley area since 1918, bringing exceptional nurse-centered care wherever it's needed. We participate in the National Health Service Corps. VNA was recently named the 2007 Community Service Organization of the year by the Greater Aurora Chamber of Commerce. We offer exceptional healthcare delivered in homes, VNA clinics and community settings with extensive programs and services. We are known for our strong community involvement and our growth – we have over 10 locations. VNA clinics are located in two large suburban communities (Aurora and Elgin) and are within a one hour commute to downtown Chicago. Aurora is the 2nd largest city in Illinois and is a thriving area for business, education, and culture. In the August 2008 issue of Money, Aurora was named on the top 100 list of America's Best Small Cities. Elgin is also a rapidly growing city and was recently selected by BestLife as one of the best places in the country to raise a family.

Join Our Team!

The Visiting Nurse Association of Fox Valley (VNA) is a humanitarian, not-for-profit healthcare organization.

Join Us - VNA of Fox Valley is looking to expand our team of friendly people who enjoy helping others! We offer:

- Competitive compensation
- Compassionate and charitable company mission
- Comprehensive benefits package
  - Health, dental, vision insurance
  - Employer-funded retirement program
  - Life insurance
  - Short-term/long-term disability insurance
- Paid time off

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- Tuition reimbursement
- Part-time and full-time opportunities
- Employee referral bonus
- Recognition programs
- Unique employee incentives
- Malpractice Insurance

Apply Today!

Email: [hr@vnafoxvalley.com](mailto:hr@vnafoxvalley.com)

Fax: 630.978.2709

Mail: Human Resources, VNA of Fox Valley

400 N. Highland Avenue, Aurora, IL 60506

Visit us online at [www.vnafoxvalley.org](http://www.vnafoxvalley.org)

### 34) Registered Nurse Full Time, Part Time and PRN/as needed positions available at Hospice of Northeastern Illinois

Position Summary: The Hospice Nurse reports to the Team Manager. Responsibilities include assessment, planning and interventions to maximize the comfort and health of patients and families. This position will work in the field in 6 counties (Lake, Cook, DuPage, Boone, McHenry, Kane), for our pediatrics team, at the Inpatient Unit in Woodstock and/or during the extended hours (M-F5pm-8:30am and Saturdays and Sundays).

Qualifications:

1. Previous experience in hospice, home health, oncology, geriatrics or general medical/surgical nursing.
2. Demonstrated commitment to hospice philosophy of care.
3. Has available means of transportation that allows for reliable visits.
4. Knowledge and continuing awareness of technology associated with pain management and palliative care.
5. Completes volunteer training within one year of employment.
6. Spanish speaking a plus

Education:

Registered nurse currently licensed in the state of Illinois.

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### 35) LPN - PRN/as needed positions available at Hospice of Northeastern Illinois

Position Summary: The Licensed Practical Nurse (LPN) provides direct care under the supervision of a Hospice Registered Nurse. The LPN is responsible for following the plan of care, providing treatment and working collaboratively with the members of the team in order to ensure comfort and quality of life.

Qualifications:

- 1-3 years experience as a LPN in the healthcare setting, preferably in hospice
- Experience working with patients of all ages

Education:

- Licensed Practical Nurse
- Training in hospice and palliative care and pain and symptom management

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### 36) Intake/ Care Coordinator/Visit RN at Hospice of Northeastern Illinois

Position Summary: The Intake / Care Coordinator will work various shifts and is the first contact with families, doctors and health care facilities inquiring about HPNI. Responsible for obtaining information relating to the admission of a

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patient and obtaining verbal authorization of acceptance by the patient's doctor. They are responsible for processing this information into the computer for clinical staff to view and follow up with.

Qualifications:

- Training in patient care coordination.
- 3-7 years of experience in patient care coordination.
- Customer service oriented.
- Detail oriented.
- Organization skills.
- Familiarity and comfort with computer documentation, a must. (we use electronic medical record).
- Able to multi-task and work with frequent interruptions.

Education:

- Registered Nurse
- Training in hospice and palliative care and pain and symptom management

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### **37) Child Life Therapist at Hospice of Northeastern Illinois**

Position Summary: Responsibilities include working with children and families during stressful events. They attend to the psychosocial needs of children and helps family members cope with the advance illness experience through play and expressive activities. They also provide emotional support and guidance to parents and family members of children with advanced illness.

Qualifications:

- 3-7 years of experience as a Child Life Therapist.
- Experience working with chronically ill children and the pediatric death and dying experience.

Education:

- Bachelor's or Master's degree in child development, education and/or psychology. Certified Child Life Therapist.

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### **38) CNA – Extended Hours working 12am-8:30 am, rotating schedules at Hospice of Northeastern Illinois**

Position Summary: The Certified Nursing Assistant assists the registered nurse with caring for patients. They assist with activities of daily living (ADLs) and personal hygiene for patients who are residing at home, in nursing homes or in a hospital.

Qualifications:

- 1-3 years of CNA experience in nursing home/assisted living facility.
- Flexible, compassionate, excellent communication skills.
- Experience working with terminally ill individuals, a plus.
- Spanish speaking a plus.

Education:

- CNA

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### **39) Receptionist – Part Time (Saturday and Sunday 4:30pm-8pm) or PRN at Hospice of Northeastern Illinois**

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Position Summary: The Receptionist is the first line of contact for all calls and visitors to HPNI. The receptionist consistently articulates the agency and foundation competencies and values. Duties include answering all incoming calls and transferring them to the appropriate person or department in a timely and professional manner, greeting and directing visitors to the agency, performing projects on the computer preparing outgoing mail.

Qualifications:

- At least 3 years of experience in general office work, preferred.

Education:

- High School graduate or equivalent.

Please send resumes via; website, fax, email or mail

Website: [www.hospiceanswers.org](http://www.hospiceanswers.org)

Fax: 847-381-7089 Attn: Amanda Reissig

Email: [amanda.reissig@hospiceanswers.org](mailto:amanda.reissig@hospiceanswers.org)

Mail: Human Resources 405 Lake Zurich Rd Barrington, IL 60010

### 40) Youth Soccer Official for City of Elgin

Pay Range: \$15.50-\$18.00

Under the direction and supervision of the Athletic Supervisor and Referee Assignor, this part time seasonal position will be responsible for refereeing soccer games for ages 4 through 13 years for the City of Elgin's Parks and Recreation Department youth soccer program.

#### A. Qualifications

1. Ages 14-17 years of age with prior demonstrated successful experience related to soccer officiating or to the game of soccer.
2. Ability to work pleasantly with participants, volunteer coaches and fellow employees.
3. Ability to enforce all rules and policies of the City of Elgin at the facility in a diplomatic manner.
4. USSF License or Equivalent.
5. Must possess sufficient stamina to work under all types of weather conditions. Running is required.
6. 14 and 15 year olds must obtain a work permit.

#### B. Responsibilities

1. Referee youth soccer games as assigned.
2. Provide leadership to work effectively with the public, program participants, volunteer coaches, and families.
3. Keep accurate records/reports and complete all written records as required.
4. Maintain program area in a safe and orderly fashion.
5. Inspect the soccer fields prior to each game and report any unsafe environments to the Activity Supervisor on duty.
6. Maintain a positive public image and attitude with good public relations and customer service.
7. Wear appropriate official's uniform.
8. Attend all pre season official's meetings and trainings.
9. Abide by all City of Elgin rules and regulations as outlined in the Employee Manual.
10. Must pass a drug and background check.

Hours: Varied; based on game schedule. Seasonal: April-June and August-October.

Application Deadline: Open Until filled. All applications must be turned into the Human Resource Department 150 Dexter Court Elgin, IL 60120. EOE.

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

For further information about the position contact: Delaney Lehman 847-531-7008

For information on becoming certified visit: [www.iysa.org](http://www.iysa.org)

### 41) Director of Insurance Services at Church of the Brethren Benefit Trust

Description: Full-time salaried position for a not-for-profit organization that has 6,000 members and clients nationwide. It is preferred that the director is Elgin-based. This position reports to the President.

Brethren Benefit Trust is an agency of the Church of the Brethren, a Protestant denomination founded in 1708 that includes 1,100 congregations, five colleges and one university, one seminary, and more than 20 affiliated retirement communities.

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Function: Serves as chief administrator of Church of the Brethren Insurance Services.

Scope of Duties: The director is responsible for program oversight for all health and welfare benefits including medical, life, long-term disability, short-term disability, dental, vision, and long-term care plan administration. The director is to be knowledgeable in legislation and regulations affecting the insurance services and is to ensure that the insurance ministries are compliant with all applicable laws. The director will also supervise work with program-related vendors and consultants. This person will represent the department in the field for customer service calls with current Plan members, offer program interpretation for prospective clients, and supervise Insurance services staff members.

Travel: The director will travel to the Church of the Brethren Annual Conference, to BBT Board meetings, to the Church Benefits Association annual meeting, and to other BBT-related events and client-related meetings as deemed appropriate.

Knowledge/ Experience: Seeking a candidate with an undergraduate degree in business or human resources, and/or certification as an Employee Benefits Specialist, and at least 10 years' experience in employee benefits plans management, human resources administration, or related management experience. It is also preferred that the candidate holds a license in life and medical insurance. Member of the Church of the Brethren preferred; member of an active faith community required.

Salary/ Competitive with Church Benefits Association agencies of comparable size and Benefits scope of services. A full benefits package is included.

Applying Send a letter of interest, resume, three references (one supervisor, two colleagues), and salary range expectation to Donna March at 1505 Dundee Ave., Elgin, IL 60120, or [dmarch\\_bbt@brethren.org](mailto:dmarch_bbt@brethren.org). For questions or clarification about the position, call 847-622-3371. For more information about Brethren Benefit Trust, visit [www.brethrenbenefittrust.org](http://www.brethrenbenefittrust.org).

Applications will be accepted immediately with the expectation to fill the position by the fall of 2010.

### **42) Sales/Application Engineer at Chevin Tools Inc**

We are the US operation of a long established and successful international precision engineering company. The parent company is principally active in the machine tool, energy and aerospace sectors, and has enjoyed significant and sustained growth in recent years.

Chevin Tools based in Elgin, IL. is involved in work and tool holding for leading international companies including Mazak, Seco and Sandvik. Additionally there is increasing involvement in sub contract machining for the oilfield equipment industry.

The company is looking to appoint a sales / application engineer, to continue the growth of the company.

The Role: The successful applicant will be responsible for maintaining the growth in the American market, by:

- Developing new and current distributors throughout North America, Latin America and Canada
- Providing engineering input for projects with various machine tool application engineers.
- Helping to focus product development to match market needs.
- Involvement in developing and implementing the company business plan.
- Managing the US office and reporting directly to the VP of Chevin Tools Inc.
- Been responsible for maintaining a professional company image.

The Person: The successful applicant will:

- Have a good understanding of basic engineering principals including manufacturing techniques and the ability to read technical drawings.
- Have experience in both a sales and a manufacturing environment.
- Be willing to travel around The America's
- Be rewarded in line with the achievement of agreed goals.

You will be looking for a challenging role in a competitive environment, and will relish the opportunity to step up to a management role within a small company.

You will be ambitious, and demonstrate a real desire to grow the company's presence in the US.

Applicants may call Tim Thorburn at 847 690 1278 or email him at [t.thorburn@chevintools.com](mailto:t.thorburn@chevintools.com)

# Elgin Area Chamber Job Posting

Know someone who might be interested in this Chamber list? Please pass this on!

## 43) School Age Worker at Prairie Valley Family YMCA

Reports To: Youth and Family Director

FSLA: Regular Part-Time Branch: Taylor Family Branch

General Description: The School Age Worker is responsible for the overall safety and welfare of the school-age children and making sure the scheduled plan of activities is followed. The School Age Worker is also responsible for maintaining, organizing and securing all equipment and supplies used during the program.

Know-how:

1. Must be 21 years of age or older.
2. Must have a valid driver's license, which has not been revoked or suspended for one or more traffic violations in the last three years and has not been convicted of more than two offenses against traffic regulations in the last year.
3. Must have a strong interest, maturity and judgment in working with children.
4. Must have a minimum of High School Diploma or GED.
5. Communicate well with coworkers and children.
6. Must have full visual, auditory and mental acuity.
7. Must have a minimum of 3 years experience in recreational program, kindergarten, or licensed/licensed exempt day care center serving school-age children.
8. Must be able to lift 50 lbs or more.
9. Position requires walking, standing, bending, climbing and working in extreme temperatures.
10. Ability to communicate policies and procedures to parents and children and to respond tactfully to their concerns.
11. Flexibility and ability to adjust to varying situations.
12. Have completed the After School Training upon hire including CPR, First Aid, Child Abuse Prevention, Mini Bus Training (Ages 21+), PBIS, Assets Development and Emergency Procedure trainings.
13. Bilingual a plus

Principal Activities:

1. Works under the direct supervision of the Site Coordinator and is accountable to the Youth and Family Director.
2. Follow weekly activity plans designed to promote fun, maximize safety and teach the positive Character Development values of Caring, Honesty, Respect, and Responsibility.
3. Maintain proper behavior from all children through behavioral programs put into place at assigned branch.
4. Establish and enforce the highest standards of health and safety at all times.
5. Attend all weekly staff meetings as well as all other meetings and trainings throughout the school year as necessary.
6. Report to the branch/school assigned to you by the designated time agreed upon at the time of hire.
7. Maintain cleanliness of the YMCA facility and care properly for all equipment and supplies.
8. Take on additional responsibilities, if asked, and fulfill daily responsibilities in accordance with the program objectives.
9. Teach YMCA branded Math and Reading programs.
10. Report any concerns of the children's welfare to the Site Coordinator and/or Youth and Family Director.
11. Support annual fund raising events.
12. Support the policies and mission the After School Achievement Program and those of the Prairie Valley Family YMCA Association.

Environment:

Stand: Extended Periods.

Mobility: To various locations throughout the park, forest preserve, YMCA and field trip locations.

Cognitive: Ability to think in abstract, problem solving, decision marking, instruct, coordinate, organize, plan and supervise children.

Health and Safety Requirement/Instructions: Current CPR, First Aid and Blood borne Pathogen training are required.

Member Service Statement: Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

# Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

Effect on End Results: This position has a primary impact on the effectiveness in which this branch serves the children of our community.

Contact: Jennifer Alberts  
Youth and Family Director  
Taylor Family Branch of the  
Prairie Valley Family YMCA  
50 North McLean Blvd.  
Elgin, IL 60123  
847-888-7410 ext 33

## **44) Early Childhood/School Age Assistant at Prairie Valley Family YMCA**

Reports To: Youth and Family Director

FSLA: Regular Part-Time Branch: Taylor Family Branch

General Description: The Early Childhood/School Age Assistant is responsible for the overall safety and welfare of the after school children and making sure the scheduled plan of activities is followed. Early Childhood/School Age Assistant is also responsible for maintaining, organizing and securing all equipment and supplies used during the program.

Know-how:

1. Must be 18 years of age or older.
2. Must have a strong interest, maturity and judgment in working with children.
3. Must have a minimum of High School Diploma or GED.
4. Communicate well with coworkers and children.
5. Must have full visual, auditory and mental acuity.
6. Must be proficient in English and Math with the ability to assist children with homework in these subjects at a 6<sup>th</sup> grade level.
7. Must be able to lift 50 lbs or more.
8. Position requires walking, standing, bending, climbing and working in extreme temperatures.
9. Ability to communicate policies and procedures to parents and children and to respond tactfully to their concerns.
10. Flexibility and ability to adjust to varying situations.
11. Have completed the After School Training upon hire including CPR, First Aid, Child Abuse Prevention, PBIS, Assets Development and Emergency Procedure trainings.
12. Bilingual a plus

Principal Activities:

1. Works under the direct supervision of an Early Childhood Teacher and/or School Age Worker and is accountable to the Site Coordinator and the Youth and Family Director.
2. Follow weekly activity plans designed to promote fun, maximize safety and teach the positive Character Development values of Caring, Honesty, Respect, and Responsibility.
3. Maintain proper behavior from all children through behavioral programs put into place at assigned branch.
4. Establish and enforce the highest standards of health and safety at all times.
5. Attend all weekly staff meetings as well as all other meetings and trainings throughout the school year as necessary.
6. Report to the branch/school assigned to you by the designated time agreed upon at the time of hire.
7. Maintain cleanliness of the YMCA facility and care properly for all equipment and supplies.
8. Take on additional responsibilities, if asked, and fulfill daily responsibilities in accordance with the program objectives.
9. Teach YMCA branded Math and Reading programs.
10. Report any concerns of the children's welfare to the Site Coordinator and/or Youth and Family Director.
11. Support annual fund raising events.
12. Support the policies and mission the After School Achievement Program and those of the Prairie Valley Family YMCA Association.

Environment:

# Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

Stand: Extended Periods.  
Mobility: To various locations throughout the park, forest preserve, YMCA and field trip locations.  
Cognitive: Ability to think in abstract, problem solving, decision making, instruct, coordinate, organize, plan and supervise children.  
Health and Safety Requirement/Instructions: Current CPR, First Aid and Blood borne Pathogen training are required.  
Member Service Statement: Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.  
Effect on End Results: This position has a primary impact on the effectiveness in which this branch serves the children of our community.  
Contact: Jennifer Alberts  
Youth and Family Director  
Taylor Family Branch of the  
Prairie Valley Family YMCA  
50 North McLean Blvd.  
Elgin, IL 60123  
847-888-7410 ext 33

## **45) Early Childhood Teacher at Prairie Valley Family YMCA**

Reports to: Youth and Family Director

FSLA: Regular Part-time Branch: Taylor Family Branch YMCA

General Function: The purpose of this position is to provide a safe, nurturing and diverse educational environment for children 3-6 years of age. The teacher must be able to work with individual, small and large groups of children to aid in the development of high quality, dynamic programs for children in a well maintained, caring and safe environment. As with any position working with children, safety and welfare of the children and staff, making sure that all related guidelines and regulations are followed, and making sure all paperwork and other miscellaneous items are completed to run the Preschool/Kindergarten Enrichment program(s) smoothly and efficiently is required.

Know-how:

1. Must be 19 years of age or older.
2. Must have a valid driver's license, which has not been revoked or suspended for one or more traffic violations in the last three years and has not been convicted of more than two offenses against traffic regulations in the last year.
3. Must have a strong interest, maturity and judgment in working with children.
4. Must have a minimum of High School Diploma, GED, 30 semester hours of credits from an accredited college or university with six semester hours in courses related directly to child care and/or child development, from birth to age six and one year of child development experience in a nursery school, kindergarten, or licensed day care center.
5. Communicates well with coworkers and children.
6. Must have full visual, auditory and mental acuity.
7. Must be able to lift 50 lbs. or more.
8. Position requires walking, standing, bending, climbing and working in extreme temperatures.
9. Ability to communicate policies and procedures to parents and children and to respond tactfully to their concerns.
10. Willing to go above and beyond what may normally be expected of them for the sake of the children and staff they are working with.
11. Flexibility and ability to adjust to varying situations.
12. Have completed the After School Training upon hire including CPR, First Aid, Child Abuse Prevention, Mini Bus Training (Ages 21+), PBIS, Assets Development and Emergency Procedure trainings.
13. Bilingual a plus

Principal Activities:

1. Works under the supervision of and is accountable to the Site Coordinator and Youth and Family Director
2. Provides a safe and supervised learning environment for each participant.

## Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

3. Provide leadership in classes; plan and implement program according to the levels of participants by providing a variety of activities that will enrich and challenge participants.
4. Assure quality standards are met.
5. Will be responsible for the transportation of children to and from school (21years of age and older).
6. Maintain following classroom responsibilities: clean classroom toys as needed, wipe off tables, counter tops, and sink, bulletin boards and artwork are secure to the wall, and be sure classroom looks neat and tidy.
7. Work with the Site Coordinator and Youth and Family Director to plan curriculum activities for each week of the program and lead fun age appropriate activities assigned that promote academic improvements with the children.
8. Create and implement weekly activity plans designed to promote fun, maximize safety and teach the positive Character Development values of Caring, Honesty, Respect, and Responsibility.
9. Maintain proper behavior from all children through behavioral programs put into place at assigned branch.
10. Provides monthly newsletters to Parent's regarding class information.
11. Evaluates student progress throughout each session.
12. Maintains all required attendance records and lesson plans relating to the program.
13. Helps to maintain a cohesive working environment between the staff, parents, and the children through communication and supervision
14. Attends staff meetings with the Youth and Family Director as well as all other meetings and trainings deemed necessary by the Director
15. Supports Strong Kid's Campaign through After School Program events and committees.
16. Keeps open lines of communication with the Youth and Family Director, parents, and children and relays any pertinent daily information and/or parent requests to the Youth and Family Director
17. Reports all major discipline problems, accidents, or concerns of a child's welfare to the Youth and Family Director
18. Will take on additional responsibilities, if asked, and will fulfill daily responsibilities in accordance with the program objectives
19. Wear YMCA nametag at all times and dress in appropriate attire. Dress according to the Dress code specified for After School staff in the YMCA handbook.
20. Supports the policies and mission of the Prairie Valley Family YMCA

Environment:

Stand: Extended Periods.

Mobility: To various locations throughout the park, forest preserve, YMCA and field trip locations.

Cognitive: Ability to think in abstract, problem solving, decision marking, instruct, coordinate, organize, plan and supervise children.

Health and Safety Requirement/Instructions: Current CPR, First Aid and Blood borne Pathogen training are required.

Member Service Statement: Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

Effect on End Results: This position has a primary impact on the effectiveness in which this branch serves the children of our community.

Contact: Jennifer Alberts  
Youth and Family Director  
Taylor Family Branch of the  
Prairie Valley Family YMCA  
50 North McLean Blvd.  
Elgin, IL 60123  
847-888-7410 ext 33

### **46) ASAA Site Coordinator at Prairie Valley Family YMCA**

Reports to: Youth and Family Director

FSLA: Part Time Branch: Taylor Family Branch YMCA

General Function: The Site Coordinator is responsible for the overall implementation of the YMCA of

# Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

the USA School Age Care Curriculum Framework and the implementation of Positive Behavior Interventions and Supports (PBIS) into the After School Achievement Academy, Kindergarten and Preschool Enrichment Programs. This person will bridge the gap between parents, teachers and after school programming. They will assist families in financial assistance, enrollment and all communications necessary to ensure their child(ren)'s academic and behavior success. In addition this person will oversee inputs and outputs for grants funding the after school program.

This position must be able to set goals and outcomes in regards to after school learning and PBIS for children in grades K-6. As with all programs working with children, safety and welfare of the children and staff, making sure that all related guidelines and regulations are followed, and making sure all paperwork and other miscellaneous items are done to run the After School Achievement Academy smoothly and efficiently is required.

Know-how:

1. Must be 21 years of age or older.
2. Must have a strong interest, maturity and judgment in working with children.
3. Minimum of 3 years experience working in day care center serving school-age children and 6 semester hours of credit from an accredited college or university related to child care, child development, elementary or physical education, recreation, camping or related field or thirty semester hours of credit from an accredited college or university with 12 semester hours related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields and 750 clock hours of experience in a recreational program or day care center.
4. Must have at least two years of experience working with children.
5. Ability to plan activities that meet the YMCA of the USA School Age Curriculum.
6. Communicates well with parents, teachers, coworkers, and children.
7. Must have full visual, auditory and mental acuity.
8. Must be proficient in English and Math with the ability to teach these subjects at a 6<sup>th</sup> grade level.
9. Must be able to lift 50 lbs. or more.
10. Position requires walking, standing, bending, climbing and working in extreme temperatures.
11. Ability to communicate policies and procedures to parents and children and to respond tactfully to their concerns.
12. Willing to go above and beyond what may normally be expected of them for the sake of the children and staff they are working with.
13. Flexibility and ability to adjust to varying situations.
14. Bilingual preferred
15. Have completed the After School Training upon hire including CPR, First Aid, Child Abuse Prevention, Working with 5-12 year olds, Developmental Assets Training, Diversity Training, PBIS Training and Emergency Procedure trainings.

Principal Activities

1. Works under the supervision of and is accountable to the Youth and Family Director.
2. Plans weekly curriculum for the After School Achievement Academy to make sure all components are being met.
3. Communicates and explains to the after school counselors the activities and how to implement activities for the curriculum component.
4. Ability to create inputs and outcomes that show improvement in a child's classroom and personal learning and behavior by attending the after school program with measurable outcomes and deemed necessary for funding purposes.
5. Helps to maintain a cohesive working environment between the staff, parents, school and the children through communication and supervision.
6. Supervises and accounts for all staff and children in the After School program.
7. Keeps open lines of communication with the Program Director, After School counselors, volunteers, parents, children and schools.
8. Participates in all PBIS meetings and ensure the implementation of PBIS in YMCA After School Programs.
9. Relays any pertinent daily information and/or parent requests to all staff including the Youth and Family Director
10. Maintains written practices and procedures to ensure safety and welfare of all children and trains staff to enforce them.
11. Maintains all required paperwork of the After School program.

## Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

12. Reports all major discipline problems and accidents to the Youth and Family Director.
13. Maintains cleanliness of the YMCA facility and cares properly for all equipment and supplies used.
14. Attends weekly staff meetings with the Youth and Family Director as well as all other meetings and trainings deemed necessary by the Director.
15. Supports Strong Kid's Campaign through After School Program events and committees.
16. Will take on additional responsibilities, if asked, and will fulfill daily responsibilities in accordance with the program objectives.
17. Wear YMCA nametag at all times and dress in appropriate attire. Dress according to the Dress code specified for After School staff in the YMCA handbook.
18. Reports any concerns of the children's welfare to the Youth and Family Director after immediately contacting the parent in the facility.
19. Supports the policies and mission of the Prairie Valley Family YMCA.
20. Provides information to the Youth and Family Director for parent newsletters regarding any updates, information pertinent to learning and/or goals achieved through the program.

**Member Service Statement:** Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

**Effect on End Results:** This position will ensure a child's academic improvement in the classroom, better behavior in the classroom and at the YMCA, improved self-confidence among the child and closing gaps between child, school and parents and member satisfaction in accordance with the YMCA mission.

Contact: Jennifer Alberts  
Youth and Family Director  
Taylor Family Branch of the  
Prairie Valley Family YMCA  
50 North McLean Blvd.  
Elgin, IL 60123  
847-888-7410 ext 33

### **47) Election Judges for Kane County Clerk's Office**

The Office of the County Clerk is in the process of recruiting bilingual election judges for the Nov. 2, 2010, election. The requirements are they have to be registered to vote in Kane Co., be bilingual and attend a training class.

For more information, please contact:

Joel Gonzales  
Alternate Language Coordinator  
Office of John A. Cunningham  
County Clerk, Kane County, Illinois  
719 S. Batavia Ave., Bldg B.  
Geneva, Illinois 60134  
630.444.3062 (Telephone)

### **48) CMM / Layout Technician at Hoffer Plastics**

**Overall Role:** Plan and perform layout inspection on sample pieces and parts from new and revised molds and tooling using a variety of measuring equipment including a ZEISS CMM with Calypso Software.

**Essential Responsibilities:**

- Follow internal and customer specific instructions for Part Approval submissions including conformity to customer and engineering specifications.
- Work from complicated drawings, tables, and samples.
- Use precision measuring equipment, such as, micrometers, comparators, height gages, gage blocks, hardness testers and special test equipment.
- Be proficient in the use of programmable CMM and vision equipment.
- Record inspection and test data, furnish engineering copy of results, maintain department records and files.
- Maintain work area in neat and orderly manner; observe safety rules and wearing of prescribed protective clothing or items.

# Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

## Requirements

- Must have experience using CMM's; Zeiss CMM with Calypso software preferred.
- High school diploma or GED required.
- 2- 5 years experience in a quality related role in a manufacturing environment; injection molding a plus.
- Skilled in First Pieces/Layout inspection procedures and use of precision measuring equipment.
- Working knowledge of personal computers, word processing and spreadsheet/database software (MS Office).
- Competency in use and understanding of AIAG PPAP and applicable APQP requirements for part submission.

Hoffer Plastics Corp promotes a drug free environment. A post offer drug screen is required of all new hires before their start date.

Contact: Eric Smith  
Director of Human Resources  
Hoffer Plastics Corporation  
500 N. Collins St.  
South Elgin, IL 60177  
Main: 847-741-5740  
Fax: 847-741-2675  
[e-smith@hofferpl.com](mailto:e-smith@hofferpl.com)  
[www.hofferplastics.com](http://www.hofferplastics.com)

## 49) Injection Molding Maintenance Mechanic at Hoffer Plastics

Hoffer Plastics, an industry leader in custom plastic mold injection for over 55 years has an immediate opportunity for an experienced Maintenance Mechanic. [www.hofferplastics.com](http://www.hofferplastics.com)

### Qualifications:

- The candidate must have extensive experience (10+ years) repairing injection molding presses and auxiliary equipment; specifically Kraus Maffei and Demag presses.
- Must have the ability to work independently with very solid knowledge of mechanical, electrical, hydraulic, and pneumatic disciplines.
- Must have excellent troubleshooting skills with the ability to diagnose problems and make decisions as to the appropriate corrective action.
- Experience repairing chillers, thermolators, resin driers, and grinders required.
- Welding skills necessary; machining skills would be a plus.
- Must be able to lift 55 lbs.
- A team player and is able to interact with various department personnel to ensure work is completed thoroughly and efficiently.

### Duties:

- Ensures operation of machinery by repairing and completing preventive maintenance requirements on injection molding machines, and auxiliary equipment.
- Controls downtime by effectively troubleshooting and diagnosing problems quickly and accurately.
- Fabricates repair parts by using machine shop instrumentation and equipment.
- Works with tool crib attendant to maintain equipment, parts, and supplies inventories by checking inventory levels; anticipating needs; placing and expediting orders; verifying receipt.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Proactive in keeping a safe and clean working environment by complying with procedures, rules, and regulations.

Hoffer Plastics offers its employees competitive salaries with bonus opportunities, generous benefit packages (including medical / dental / life and disability / 401k), and a safe and healthy work environment.

Contact: Eric Smith  
Director of Human Resources  
Hoffer Plastics Corporation  
500 N. Collins St.  
South Elgin, IL 60177  
Main: 847-741-5740

# Elgin Area Chamber Job Posting

Know someone who might be interested in this Chamber list? Please pass this on!

Fax: 847-741-2675  
[e-smith@hofferpl.com](mailto:e-smith@hofferpl.com)  
[www.hofferplastics.com](http://www.hofferplastics.com)

## 50) Agent for State Farm Insurance Company

Discover a rewarding career as a State Farm agent.

Help others in your community while building a business that will last.

Do you have the ability to build relationships, sell & lead a sales team? Do you have a track record of successfully driving business results? Are you financially stable?

We invite you to explore the opportunity to own your own insurance & financial services business.

Prior sales and/or industry experience is a plus, yet not required. Bilingual, Spanish Speaking Preferred. Training & start-up help provided.

Become a State Farm Agent.

Contact us to learn more:

Joyce Lewis, Agency Field Recruiter

State Farm Insurance Company – Agent Recruitment

(630) 531-0233

[joyce.lewis.siof@statefarm.com](mailto:joyce.lewis.siof@statefarm.com)

## 51) Experienced Bartenders and Restaurant Servers for Bennigan's Restaurant and Josef's (Holiday Inn Hotel and Suites – Chicago Northwest)

Please contact Wendy Cozzi at 847-488-9000.

## 52) Limousine Chauffeurs at H & M Limousine Service

H & M Limousine Service serving Chicago and the Northwest suburbs has immediate openings for friendly and personable Chauffeurs. Chauffeurs must possess excellent customer service skills, and a clean Motor Vehicle Driving Record. Available shifts include flexible early morning or afternoon / evening hours, part time positions also available for weekends. Prior experience with references a plus, but we will train qualified candidates. All applicants should apply in person at 1079 Rock Road Lane, East Dundee, IL 60118, please bring resumes, references, current dated MVR, and Driver's License when applying.

## 53) Retail Wireless Consultant- Bilingual- Midwest Region at U.S. Cellular

This position is responsible for providing superior customer satisfaction in an effort to achieve store and budget objectives. While applying the principles of the Dynamic Organization, this position is directly responsible for assisting new and existing customers, creating the ideal customer experience with each customer interaction.

Responsibilities:

Greet all customers in a professional, friendly, and timely manner, including answering phones and directing customer inquiries to appropriate party.

Respond to customer inquiries and process customer requests, including but not limited to name, address and rate changes; suspensions, disconnects, and resumes; taking payments; resolving problems related to equipment, billing, roaming and service; and changes in vertical services.

Work with customers who indicate a desire to disconnect and perform retention activities to save that customer.

Troubleshoot equipment issues for customers and process repairs, including but not limited to providing loaner phones, shipping of equipment, and completing the repair cycle.

Update customer account after every customer interaction.

Achieve or surpass individual sales targets for portfolio of products and services which would include new customer acquisitions, sale of essentials, and vertical features on a weekly/monthly basis while achieving the highest level of customer satisfaction.

Participate in marketing efforts to solicit new business, including but not limited to outbound calling, community involvement, outreach programs, and promoting the brand inside and outside the store/retail location.

Responsible for opening, closing and operating the retail facility, including and but not limited to cash handling and deposits as governed by operations control standards.

Complete accurate paperwork and transactions according to company policies and procedures.

Assist with inventory counts as needed.

## Elgin Area Chamber Job Posting

**Know someone who might be interested in this Chamber list? Please pass this on!**

Assist in maintaining store appearance and individual work area according to the retail store standards.  
Receive and process all payments according to standard procedures.  
Attend all required U.S. Cellular training programs and meetings.  
Assist with all functions within a retail store by complying with U.S. Cellular policies and procedures.  
Assist in other tasks, duties, or projects as assigned by management.

**Qualifications:**

High School diploma or state equivalency required.  
1 year customer-facing experience preferred.  
1 year retail sales experience preferred.  
1 year cellular industry experience preferred.  
Strong written and interpersonal communication skills required.  
Must be flexible to work evenings, weekends and holidays as required  
Bilingual preferred  
<http://www.uscellular.jobs/searchjobs.aspx>

### **54) Full-time nurses, physical therapists, occupational therapist, and speech therapists at Provena Home Care Elgin**

Interested job applicants can contact our Director Tyla Hager at 847-931-5553 ext. 5314. [Tyla.Hager@Provena.org](mailto:Tyla.Hager@Provena.org).

### **55) Client Service Professional at H&R Block**

HR Block is looking to hire people who have a passion for helping people, if this is you then the position of Client Service Professional could be for you. You will interact with our clients in person & on the phone to ensure an exceptional client experience.

For more info please call Beth Howarth @ 847-695-9830 or go on line to <http://hrblock.com/employment>

### **56) ACT/SAT Math and Science Teachers at Huntington Learning Center**

The Huntington Learning Center in Elgin is looking for upper-level math and science teachers. The requirements include a four-year degree and a teaching certificate is looked highly upon but not required. The pay rate begins at \$15.00 per hour, and we are flexible with scheduling. Please call 847-697-6200 with questions and to set up an interview time.

### **57) Banquet Servers at Hickory Stick Bar and Grille at The Highlands of Elgin**

Please apply in person or call 847-931-5950, x 4, for details.

### **58) Order Taker/Cashier – Full-time and Part-time positions- McDonald's/Elgin Area**

What better way to learn the business than by starting on the ground floor? At McDonald's, it's certainly not a cliché. We're proud that a sizeable percentage of our staff and restaurant managers actually started their careers as members of our crew. It's a great opportunity to join our family. You're in direct contact with customers and learning essential hospitality skills on which you can build a career or simply earn some extra income.

We're looking for hard working, enthusiastic individuals who want to be a part of a winning team. If you enjoy working with people and love to learn new things, we want to meet you. We offer flexible schedules and the opportunity to advance within our restaurants.

Got what it takes? Apply online today at <http://www.bearcomgmt.com/careers.php> and see what your future can hold!

### **59) Hourly Swing Shift and Salaried Managers – Full time and Part-time positions -McDonald's/Elgin Area**

We know what it's like to be a leader. That's why we provide you with the opportunities to reach your goals, enjoy a successful career, and be at the top of your game! The challenges are immense. The pay-off is even greater. And the hands-on experience you'll get is unlike anything - anywhere. As a Manager, you'll touch every part of our business. From Front Counter Manager to Grill Manager, each step of our career ladder is designed to maximize your professional growth and long-term success.

If you're an energetic and driven individual with supervisory or management experience in a restaurant, retail or hospitality environment, we want to meet you! We offer a long list of good things like: advancement opportunities, comprehensive medical and dental insurance, paid vacations and much more! Apply online today at <http://www.bearcomgmt.com/careers.php> and see what your future can hold!

## Elgin Area Chamber Job Posting

Know someone who might be interested in this Chamber list? Please pass this on!

### 60) Collections Specialists at Pronto Préstamos

Pronto Préstamos is an expanding and profitable finance company located in Elgin IL that offers talented and motivated people the opportunity to do the best work of their lives in a dynamic and growing company. Our friendly work environment will give you the chance to create a career that you can be proud of. Don't miss your chance to join our winning team!

Opportunities are available for Customer Service Representatives and Collections Specialists. For consideration, the following skills are required:

- \* Previous experience (finance company, bank, credit union, credit card call center). Looking for loan processing, cash handling and collections experience.
- \* Strong phone skills.
- \* Bilingual Spanish/English a plus!

Submit resume via fax (847) 695-5008, e-mail to [gaby.munoz@prontoprestamos.com](mailto:gaby.munoz@prontoprestamos.com). Pronto Préstamos is an Equal Opportunity Employer. Anyone needing accommodation to complete the interview process should notify the recruiter.

### 61) Customer Service Representatives at Pronto Préstamos

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### 62) Commercial Insurance Position at Lundstrom Insurance

Established reputable Elgin agency is seeking an insurance producer to develop and service new commercial accounts. We offer professional and efficient support staff, excellent markets, and advanced technology support. The ideal candidate will have a background in sales production. No existing book of business is required. Candidates can respond directly to me: Linda Sund AIS, Lundstrom Insurance, 847-289-7507, [lsund@lundstrominsurance.com](mailto:lsund@lundstrominsurance.com)

### 63) Insurance Producer for Lundstrom Insurance

Established reputable Elgin agency is seeking an insurance producer to develop and service new group and benefits accounts. We offer professional and efficient support staff, excellent markets, and advanced technology support. The ideal candidate will have a background in sales production. No existing book of business is required.

Candidates can respond directly to me: Linda Sund AIS, Lundstrom Insurance, 847-289-7507, [lsund@lundstrominsurance.com](mailto:lsund@lundstrominsurance.com).

### 64) Part-time Party Supervisor Job with Cuisine America Inc. Catered Events

Evening and Weekend hours. Contact Mary Catherine Walsh at 847-888-2288

### 65) Financial Advisor Opportunities at Edward Jones – Michael McKay

What distinguishes highly successful people is their ability to capitalize on the right opportunity when it presents itself. By becoming an Edward Jones Financial Advisor, you can run your own business, determine your compensation and redefine your future. We currently have opportunities for both experienced and non-experienced individuals across the country. Edward Jones is an Equal Opportunity Employer. For more information contact Michael McKay at 847-841-1550.