



# Part-Time Jobs Newsletter Week of 10/27/09

## Current Part-Time Job Listings

**PART-TIME Sub Meal Site Attendant** Senior Citizen Lunch Program needs an energetic, friendly person who enjoys working with elders. Willing to work at different Spfld area locations. Ideal for one who wants occasional work. Hours between 9:00am - 1:30pm, various wkdays, plus one monthly meeting. \$8.25/hr. Send cover letter/resume to HR, Greater Spfld Senior Services, 66 Industry Ave, Ste. 9, Spfld, MA 01104, Fax: 781-0632. [www.gsssi.org](http://www.gsssi.org) . AA/EOE **10/26/09.**

**Wait Staff** for Tony's Pizza & Restaurant, 108 Boston Rd., Spfld. PT days or nights. Call 732-6600. **10/26/09.**

**Receptionist/Wellness Assistant** PT for chiropractic ofc., Chicopee, MA. Call 413-532-1040. **10/26/09.**

**Deli Clerk** for Strung's Deli, Holyoke, MA. Call Rachel at 413-532-8020. **10/26/09.**

**Tutor/Teacher** for 13 yr. old girl w/ autism. Flex. Hrs., 15 hrs/wk., some Sat/Sun hrs., \$12.00/hr. Special Ed. & Psych. Majors should apply. Work 1:1 w/ child in highly structured home school program setting. Program includes academic, leisure, daily living skills. Contact Maryellen at: [mbalise@comcast.net](mailto:mbalise@comcast.net). **10/26/09.**

**ASSISTANT** for rentals and rent collection. Part time available. 3hrs approximately per day. 3-4 days a wk, option for salary or rent subsidized, apply in person on Mon and Tue October 26th/ 27th 5pm-7pm, At Hallmark Apts., 24 Dwight St Agawam, off Walnut St. Ring buzzer in lobby for apt. 10. **10/26/09.**

**Part-Time Packaging/ Odd Jobs** for Oerlikon Balzers Coating, 30 General Abrams Dr., Agawam, MA. "On Call", up to 20 hrs/wk. Flexible schedule between 2:00 – 10:00 PM. Pre-employment drug screening req. Call Rolando Martinez 413-786-9380 (ext.3060). **10/26/09.**

**Recreation Instructors** needed for Pre-K children for East Longmeadow Recreation Dept., Attain Sports Performance, 80 Denslow Rd., E. Long., MA. Head Instructor (\$20-30/hr), Assistant Instructors (\$10/hr).

Tues. & Thurs. 9:30-11:30 AM. Nov. 10 to Dec. 3, 4 hrs/wk. Call Carolyn Porter 413-525-5437. Applications: [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov). **10/26/09.**

**Westfield Expert Tire/Firestone Complete Auto Care/ WestSpringfield/Springfield/Northampton/ Pittsfield MA Expert Tire** is seeking to hire for part-time positions. These positions require an outgoing personality and customer service oriented. Flexible hours. Weekends a must and some evenings. Starting pay is \$10/hour. Uniforms and complete training is provided. 35% discount on all Firestone or Bridgestone Tires/discounts on all automotive services/earn paid vacation time. For more information please contact Joey DeAngelis at [JDeAngelis@bfr.com](mailto:JDeAngelis@bfr.com) or 860-965-9439. You may also apply in person at any location. **10/26/09.**

**Gym Supervisors** for the Town of Wilbraham. Need reliable individuals to supervise the use of school gymnasiums by sport teams (Nov-March). Building access & security, set-up & remove equipment, report vandalism/trespassers/safety issues. 10-25 hrs/week, Saturday, Sunday & Weekday evenings. \$8-\$12/hour. Must pass CORI and orientation program. Applications available online at [www.wilbraham-ma.gov](http://www.wilbraham-ma.gov) and in the Selectmen's Office, 240 Springfield Street, Wilbraham, MA 01095. Deadline is 10/30/09. **10/26/09.**

**Ambulance Billing Clerk for the Town of Wilbraham.** Part-time, Monday-Friday 3.5 hours a day between 8am-4pm. Performs billing and record keeping for Wilbraham Ambulance Service. Filing, invoicing, reconciling accounts, typing & data entry. Minimum HS grad, and 1 year experience in collections and customer service (preferably in medical billing or insurance). 17.5 hrs/week @ \$11.46/hr. no benefits. Application available at Town of Wilbraham, 240 Springfield Street, Wilbraham, MA 01095 or online at [www.wilbraham-ma.gov](http://www.wilbraham-ma.gov). Deadline to apply is 11/6/09. **10/26/09.**

**Line Cook/Saute & Grill** – Bartender Experience. No calls after 5 pm. Exp. High volume restaurant, Westfield area. Call for interview 774-200-6969. **10/26/09.**

**Town of Wilbraham Medical Reserve Corps Coordinator (part-time).** Organizes and administers the development of a volunteer public health emergency response team; recruits volunteers, serves as trainer, maintains database, completes reports, attends meetings. Requires 2 year minimum experience in emergency preparedness, public health and/or community organizing. Min. requirements: BS/BA in public health, planning, public admin., or related field. Experience working in local/state government or non-profit preferred. Demonstrated oral & written communication skills. This is for a grant funded contract. No benefits. Submit letter of interest, 3 references and compensation requirements no later than November 6, 2009 to: Selectmen's Office, town of Wilbraham, 240 Springfield Street, Wilbraham, MA 01095. **10/26/09.**

**Wait Staff Wanted** for Part Time Servers, all shifts, experience necessary. Apply in person at 705 Memorial Dr, Chicopee. Hu Ke Lau. **10/20/09.**

**House Cleaner/Errand Runner** for 6 to 8 hours a week. Must be responsible w/ acute sense of detail. This opp. Could turn into PT office assistant position. Send references to: [suki.kramer@sukupure.com](mailto:suki.kramer@sukupure.com). **10/20/09.**

**Mystery Shoppers** needed during student, seasonal holiday breaks. Must be bilingual (Chinese, French, Italian, Russian, Spanish). Need your own car. Pay is \$20.00/hr. travel time, \$25.00/hr. shopping. Flexible hrs. Contact Catherine Keyes, Affiliated Monitors, POB 961791, Boston, MA 02196 – Phone: 617-275-0620 – Email: [ckeyes@affiliatedmonitors.com](mailto:ckeyes@affiliatedmonitors.com). **10/20/09.**

**Bank Tellers, Customer Service Reps.** Webster Bank, 50 Elm St., West Springfield, MA. Please apply online at the "Careers" link at: [www.websteronline.com](http://www.websteronline.com) **10/20/09.**

**Receptionist & Billing** for ophthalmology office, Dr. Ted Krawiec, Westfield, MA. Fax resume to 413-568-3647. **10/20/09.**

**Landscape Laborer** for Reidy's Landscaping. Exp. in fall clean up and general landscaping. Valid license & transportation. Call 413-786-8575. **10/20/09.**

**Security Officers** for Arrow Security. Locations in Western Mass. and CT. Nights, weekends, 2<sup>nd</sup> and 3<sup>rd</sup> shifts and holidays avail. Must be 18 years old, have car and license. More info. call 413-732-7789. **10/13/09.**

**Wait Staff/Servers,** all shifts, exp. nec. Apply in person at 705 Memorial Dr., Chicopee, MA. **10/13/09.**

**Billing & Receptionist** for ophthalmology office in Westfield, MA. Fax resume to 413-568-3647. **10/13/09.**

**Part-Time Cook** for medium size retreat/conference center. Every other weekend, plus occasional weekday.

Experience needed. Send resume & references to: Administrator, 53 Mill St., Westfield, MA 01085. **10/13/09**

**Cashier** nights & weekends. Apply in person. Azon Cigars, 378 Walnut St. Ext., Agawam, MA. **10/13/09.**

**Holiday/Seasonal Sales Associates & Visual Merchandisers** for MACY'S store at the Holyoke Mall, Holyoke, MA. Temporary, part-time, flexible hours, and weekends available. Apply in person or online at: [www.macysjobs.com](http://www.macysjobs.com). **10/13/09.**

**Part-Time House Companion** for healthy elderly woman. Trade of free room & board for occasional errands, light house cleaning, groceries, and a little companionship. Sophomore student or older preferred. Must have a car. Walking distance from WSC. References required. For interviews call Dana at 413-562-6205. **10/05/06.**

**Math Tutor** wanted for 8<sup>th</sup> grade student with high school level algebra. Two days/week, preferably Mon. and Thurs. Hours are flexible (after 3:00PM-9:00PM). One hour sessions at \$12.50/hour. Tutoring would occur in home in Westfield, MA. Start ASAP. Ideal candidate would be students majoring in educ. and/or math. For interview, call Pat at 413-562-1123 or email: [gagpar@comcast.net](mailto:gagpar@comcast.net). **10/05/09.**

**Part-Time Fill-In Mailers** at newspaper production operation for Dow Jones & Co., Inc., (Wall Street Journal). Must lift 40 lbs. Must be available for work on-call. Will fill in year round during evening hours from 7:00PM-2:00AM, \$14.48/hr. Training provided. Send resume to: Dow Jones & Co., Inc., 200 Burnett Road, Chicopee, MA 01020, Attn: Ops. Mgr. **10/05/09.**

**Seasonal Part-Time Sales Associates, Warehouse & Merchandising Specialists, Cashiers** - Now hiring for Best Buy, 50 Holyoke St., Holyoke, MA 01040. Apply at [careers.bestbuy.com](http://careers.bestbuy.com). **10/05/09.**

**Line Cook/Saute & Grill, Prep., Dishwasher.** No calls after 5:00 PM. Exp. high volume restaurant, Westfield area. Call for interview 774-200-6969. **10/05/09.**

**Tutors** needed by Valley Opportunity Council-GEAR UP Program. Tutors in basic algebra and English writing skills for four different school sites; Peck Middle Sch., Holyoke H.S., Spfld. Central H.S., Putnam H.S. Must be work-study eligible. Must be reliable and able to work a fixed schedule each week. Call or email 413-612-0206 or [rbooxbaum@valleyopp.com](mailto:rbooxbaum@valleyopp.com). **10/05/09.**

**Tutor** needed for 11 year old child (grade 5). Tutor in organizational, math, english skills, etc. Needed twice a week, 1 hour sessions from 3:30PM - 4:30 PM. Salary negotiable. Contact Kevin King at [kevinking@verizon.net](mailto:kevinking@verizon.net). **10/05/09.**

**Servers, Hosts/Hostesses, Bartenders, Dishwashers, Cooks, Bussers** for Olive Garden, new restaurant opening in West Springfield, MA. And here's a taste of our exceptional benefits: flexible schedules, comprehensive training, meal discounts, paid vacation, medical/dental insurance, 401(k) plan, as well as management career advancement opps. Interviews will be held Wednesday, September 30, 2009 through Saturday, October 3, 2009, 9am to 6pm, and then Monday, October 5 through Saturday, October 10, 2009, 9:00 AM to 6:00 PM, 919 Riverdale St., West Springfield, MA 01089. [www.olivegarden.com/employment](http://www.olivegarden.com/employment). **9/28/09.**

**Tutors** in basic algebra and English writing skills are needed for 4 different school sites; Peck Middle Sch.; Holyoke H.S.; Central H.S.; Sci.Tech. H.S.; and Putnam H.S. of Springfield. Hours during or after school. All majors welcome. Reliable and able to work a fixed schedule each week. Must be Work-Study eligible. Call or email Valley Opportunity Council at 413-612-0206 or [rbooxbaum@valleyopp.com](mailto:rbooxbaum@valleyopp.com). **09/23/09.**

**Program Staff** at the Springfield Boys and Girls Club, is now taking applications for it's after school programs working with youth ages 6-18. Applicants must be 18 or older and have combination of previous work and/or college experience. Applicants must also have CPR, First Aide and a recent copy of your physical and immunizations records. Apply in person at or mail resume to Springfield Boys and Girls Club, 481 Carew St., Spfld. MA 01040 or call 413-732-7201. **09/23/09.**

**Waitstaff and Set Up.** Must carry heavy trays. Banquets, evenings, weekends. Apply at Chez Josef, 176 Shoemaker Lane, Agawam, MA 01001, or call for more information at 413-786-0257. **09/23/09.**

## Child Care Opportunities

**Childcare** for 10 year old girl. Monday-Friday 6:30 am-8:20 AM and 3:30 PM - 4:00 PM to help get ready for school and get off bus in afternoon. Must be dependable. Home is located near WSC. Must have own transportation. Must be dependable. If interested please call Sue Seslar at 413-564-0154. **9/25/09.**

**Childcare** for 2 children ages 1 & 4. 2 days a week, Monday and Friday 8:00 AM – 4:30 PM. Home is located in Southwick (10 minutes from college). Must have own transportation. Pay is negotiable. Must be good with children. If interested please contact Jeremy Pease at 413-569-3468. **9/25/09.**

**Responsible Nanny** for two children (4 & 7 yrs.); CORI check; Reliable transportation; Must love dogs; Help with homework and run errands; \$300/week; Mon.-Fri.; Between 25-32 hours; Needed each day at 6:45 AM to

8:15 AM, and then 1:00 PM to 5:30 PM. For more information call 413-364-5825. **9/22/09.**

**Childcare:** Experienced and fun sitter needed to watch our 3-year-old son at our home on Mon., Wed. and Fri. from 8:00 AM to 12:00 PM. Our son enjoys playing outside, building things and reading stories. Being available for all three days is not necessary – one or two days per week is fine also. Contact Professor Mazur at [dmazur@wnec.edu](mailto:dmazur@wnec.edu) or call 413-782-1696 to provide references. Rate is negotiable. **9/22/09.**

**School Age Child Care Programs,** Westfield YMCA, 67 Court St., Westfield, MA 01085. Group Leader and Site Coordinator positions available for Westfield Y's Kids school age child care AM and PM programs (children from 5 to 14 years old). Education or related field experience required. Contact Michelle Anamisis, Child Care Director at above address or email at: [manamisis@westfieldymca.org](mailto:manamisis@westfieldymca.org). **09/14/09.**

**After School Child Care Programs Site Directors.** Do you enjoy working with school age children ages 6-12? Positions available in our after school. Site Directors (20 yrs or older), M-F, 2:00 PM – 6:00 PM. Individuals must meet EEC guidelines to; must have high school diploma or equivalent; have 6 months exp. working with school age children. Please indicate preferred program site location. Reply to: YMCA of Greater Springfield, 275 Chestnut Street, Springfield, MA. **09/14/09.**

**SitterOptions.com** is a website connecting well-qualified, reliable Job Seekers with Job Providers in their neighborhood. You choose the hours, location and families you work with. Must love children and pets. Visit [www.SitterOptions.com](http://www.SitterOptions.com) to register. **09/14/09.**

**Looking for extra income? Check out Nannies4hire.com** for your next nanny position. Thousands of full-time, part-time, temporary, summer and short-term positions available throughout the United States and Canada. Register at [www.nannies4hire.com](http://www.nannies4hire.com). Free registration. **09/14/09.**

**Part-time and on-call sitters** needed in your local area. Pick your own hours. Register today at [www.babysitters4hire.com](http://www.babysitters4hire.com). Free registration. **09/14/09.**



Posted on the Career Services/Commuter Students webpage  
[WWW.WSC.MA.EDU/CAREERSERVICES](http://WWW.WSC.MA.EDU/CAREERSERVICES)

WSC CAREER CENTER WALK-IN HOURS  
WEDNESDAYS 2:00 TO 5:00 PM  
NO APPOINTMENTS NECESSARY  
15 MINUTE SESSIONS

QUESTIONS, CAREER COUNSELING, RESUME, COVER LETTER, ETC.