

## Office of Career Services

Lammers Annex

413.572.5206

[www.wsc.ma.edu/careerservices](http://www.wsc.ma.edu/careerservices)

[careers@wsc.ma.edu](mailto:careers@wsc.ma.edu)

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.

# Part-Time Jobs Newsletter

Week of 11/16/09

## Current Part-Time Job Listings

**Human Services Coaches** needed to provide training and supervision to adults with disabilities in a variety of vocational settings. High school diploma or equivalent required and human services experience with developmentally disabled adults preferred. Must have access to a vehicle. Day time shifts, \$9.00/hour. Send resume with cover letter to: Human Resources Goodwill Industries of the Springfield/Hartford Area, Inc. 475 Sumner Avenue Springfield, MA 01108, Fax: 413-304-2715, E-mail [jobs@ourgoodwill.org](mailto:jobs@ourgoodwill.org) EEO/AE/M/F/D/V. Applicants with disabilities requesting reasonable accommodations during the application process contact the Human Resource Department at 413-788-6984, TTY services available at 413-788-6981. **11/16/09.**

**Dishwasher** for retirement community seeks part-time dishwasher for busy kitchen. Every other Saturday and Sunday 4:00–9:00 PM. Apply in person to Glenmeadow, 24 Tabor Crossing, Longmeadow, MA, or fax/e-mail resume to 413-567-7945 or [SClegg@Glenmeadow.org](mailto:SClegg@Glenmeadow.org) No phone calls. **11/16/09.**

**Truck Drivers** PT day shifts for Goodwill Industries for deliveries in the Western MA area. Essential duties include driving, loading and unloading the truck, as well as monitoring vehicle cleanliness and safety. Weekend shifts available. Valid driver's license and clean criminal and driving record are necessary. The pay range for these positions is \$9.00-\$10.00 an hour. Apply in person and fill out an application, or forward cover letter/resume to: Human Resources Goodwill Industries of the Springfield/Hartford Area, Inc. 475 Sumner Avenue, Springfield, MA 01108, Fax: (413) 304-2715, E-mail: [jobs@ourgoodwill.org](mailto:jobs@ourgoodwill.org) EEO/AE/M/F/D/V. Applicants with disabilities requesting reasonable accommodations during the application process should contact the Human Resource Department at 413-788-6984. **11/16/09.**

**Part-Time Plow Truck Driver** in Southwick, MA. Must be flexible due to snow storms. Must have good driving record. Experience preferred. Salary negotiable. Must have own transportation. Plow trucks provided. Call: 413-562-8224. **11/16/09.**

**Customer Phone Service** AAA Pioneer Valley, West Springfield is looking for strong candidates with exceptional service skills to process ERS (Emergency Road Service) calls. Our call center receives a very large volume of incoming calls that need to be processed quickly and accurately while still performing excellent customer relations with every call. Weekday shifts from 3:00-11:00 PM and weekends between 7:00 AM and 11:00 PM. Location is 150 Capital Drive, W. Spfld., MA 01089, Phone 413-739-5663. **11/16/09.**

**Day Shift Box Office Tellers** – PT at MassMutual Center, Spfld, MA. Must have strong customer service and computer skills, fast paced work w/ cash handling skills. More info. [www.massmutualcenter.com](http://www.massmutualcenter.com). Resumes send to: [jhansen@massconvention.com](mailto:jhansen@massconvention.com) OR fax to: 413-271-3211 OR call 413-787-6610 w/ questions. **11/16/09.**

**Administrative & Office Support** – Must be proficient in MS Office; Word; Excel; Outlook; PowerPoint. Must be flexible and able to meet schedule requirements while working 20 hours/week for \$10.00/hr. Send resume to [hr@carandogourmet.com](mailto:hr@carandogourmet.com). **11/09/09.**

**Driver** for part-time deliveries. Mon.-Fri., 11:00 AM – 4:00 PM. Must have valid license, able to lift 50+ pounds. Apply in person (from 10:00 AM – 2:00 PM) at Springfield Mack Inc. 124 Ashley Ave., W. Spfld., MA. No phone calls please. **11/09/09.**

**Wait Staff** for Tony's Pizza & Restaurant, 108 Boston Rd., Spfld. PT days or nights. Call 732-6600. **11/09/09.**

**Payroll/Assistant Accountant** – 25 hrs/wk. Greater Springfield Senior Services, 66 Industry Ave., Ste. 9, Springfield, MA 01104. Responsible for payroll, related employment & billing reports, consumer invoicing, general ledger entries, answer telephone calls, etc. Mail resume & cover letter to GSSSI or e-mail info.: [Stephanie.dobrydnio@gsssi.org](mailto:Stephanie.dobrydnio@gsssi.org). **11/09/09.**

**Companion Driver** needed to bring elders to doctor appointments in Greater Springfield Area. Assist clients in walking, carrying packages and entering/exiting vehicle. Valid driver's license, reliable transportation. Flexible schedule up to 17 hrs/wk, weekdays between 8:00 AM and 5:00 PM. Pay is \$8.75/hr. plus \$0.42 per mile travel reimbursement. Send resume & cover letter to: Human Resources, Greater Springfield Senior Services, 66 Industry Ave., Ste.9, Springfield. MA 01104, OR fax 413-781-0632. **11/09/09.**

**Customer Service Rep.** – Fixed Base Operator at Barnes Airport, Five Star Jet Ctr., 100 Airport Road, Westfield, MA 01085. Some office work, interaction and concierge services for inbound civilian pilots and crew members. Great opp. for Aviation Mgmt. Majors! Flexible hours. Send resume to above address or call Joe Occhiuzzo at 413-575-7367. **11/09/09.**

**Flight Line Service Tech.** - Fixed Base Operator at Barnes Airport, Five Star Jet Ctr., 100 Airport Road, Westfield, MA 01085. Resp. for parking and refueling airplanes/ground handling. Great opp. for Aviation Mgmt. Majors! Flexible hours. Send resume to above address or call Joe Occhiuzzo at 413-575-7367. **11/09/09.**

**Tutor** – for high school 11<sup>th</sup> grade student for Algebra 3-4 and Pre-calculus. Flexible hrs.-2 days/wk.-1 ½ to 2 hrs./day. Flexible hours between 2:00-6:00 PM. Must have transportation. Located 10 minutes from WSC, Westfield, MA. Start ASAP. If interested call between 5:00-7:00 PM: 413-478-3383. **11/02/09.**

**Deli Clerk** for Strung's Deli in Holyoke, MA. Call Rachel at 413-532-8020. **11/02/09.**

**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 9:00 AM - 1:30 PM, various weekdays, 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.**

**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; at 4 hrs/wk. Call Carolyn Porter 413-525-5437. Applications: [www.eastlongmeadowma.gov](http://www.eastlongmeadowma.gov). **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.**

**Westfield Expert Tire/Firestone Complete Auto Care/ WestSpringfield/Springfield/Northampton/ Pittsfield MA Expert Tire** for person w/ outgoing personality/customer service skills. Flexible hours; weekends a must and some evenings. Starting pay is \$10/hour. Uniforms and complete training 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.**

**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). **10/26/09.**

**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. **10/26/09.**

**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.**

**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**

**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. **10/19/06.**

**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). **10/19/09.**

**Tutor** for 11 yr. old child (grade 5). Tutor in Math, English, organizing skills, etc. Needed twice a week, 1 hour sessions from 3:30-4:30 PM. Contact Kevin King [kevinking@verizon.net](mailto:kevinking@verizon.net). **10/19/09.**

**Servers, Hosts/Hostesses, Bartenders, Dishwashers, Cooks, Bussers** for Olive Garden, new restaurant opening at 919 Riverdale St., West Springfield, MA

01089. Apply in person and/or go to website for more info. [www.olivegarden.com/employment](http://www.olivegarden.com/employment). **10/19/09.**

**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). **10/19/09.**

**FOR MORE PART-TIME JOB LISTINGS, go to:**  
<http://www.craigslist.org/about/sites>, OR  
<http://www.gotajob.com/>, OR <http://www.snagajob.com/>,  
OR <http://www.collegehelpers.com/>

## Child Care Opportunities

**Babysitter** for 10 year old boy; 2 to 3 nights/week; 3:30 to 8:00 PM. Must be dependable & trustworthy. Home located near Westfield High School. Must have own transportation. Pay is negotiable. Call Ryan Hall at: 413-568-1709 or 413-244-2616. **11/16/09.**

**Childcare** for Saturday church service at Southwick Community Episcopal Church located near WSC. Hours 4:30 to 6:30 PM. Implement simple structured activities, enjoy working with children, have reliable transportation, and must complete background check. Email for interview: [southwickchurch@verizon.net](mailto:southwickchurch@verizon.net). **11/09/09.**

**Childcare** for 2 girls (ages 4 & 7) during school year, Mon.-Fri., from 3:00-6:00 PM. Must be reliable, caring, have transportation. Prefer CPR & First Aid training. Reference required. Call Diane 413-478-1894. **11/09/09**

**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. **11/09/09.**

### **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. **11/09/09.**

**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. **11/09/09.**