

Office of Career Services

Lammers Annex

413.572.5206

www.wsc.ma.edu/careerservices

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 03/08/10

Current Part-Time Job Listings

Garden Center Assistants: Seasonal part-time positions available to work at Sixteen Acres Garden Center assisting in the care, maintenance and inventory control of plants. Knowledge of annuals and perennials and good customer skills necessary. Must be energetic, able to lift heavy objects and be willing to work flexible hours. Competitive wages. Apply at Sixteen Acres Garden Ctr., 1359 Wilbraham Rd., Springfield, MA/call Judy @ (413)783-5883 ext.100. **03/08/10.**

Box Office/Concession Stand Attendants: Amherst Cinema & Pleasant Street Theater of Northampton, MA. Applications at: <http://amherstcinema.org/employment>. Please no phone calls. **03/08/10.**

Inventory Takers: \$ 9.00/hr. RGIS has openings for individuals to take inventory in various retail stores. Early daytime hours, Nights with weekend hours, Flexible scheduling, Paid training provided, Reliable transportation. For more details and an interview apply online www.rgisinv.com/careers. **03/08/10.**

Servers: The Log Cabin and Delaney House, Holyoke, MA for weddings/social events, corporate seminars and fundraisers. We offer an aggressive starting pay, with benefits, and a great flexibility in scheduling to accommodate students/second job applicants. The ideal candidate will have serving experience, a good personality, and the ability to work weekends. If interested, please consider attending our open house, where interested applicants can be immediately interviewed for the position. The open house will occur on Wednesday, March 10, from 6pm to 8pm at the Log Cabin (500 Easthampton Rd., Holyoke). Please note that this open house is for applicants to the banquet server position only, not for back of house/kitchen positions. Hope to see you there! **03/08/10.**

Servers: Buffalo Wild Wings in Hadley, MA. No experience necessary. Apply at www.jointeambww.com or apply in person. We are located in the Hampshire Mall on Route 9, next to Target. **03/08/10.**

Cleaning Help: Individual needed who is honest, reliable, detail oriented, able to work well w/ others in clients' homes in Agawam area. This is a part-time morning position 2-3 mornings a week. Days vary each week. Reply to: cai51855@yahoo.com **03/08/10.**

Van Drivers: Transport adults with developmental or physical disabilities to and from programs, job sites and activities. Schedule: Monday - Friday Split shift of 6:45 – 8:45 AM and PAY RANGE: \$9.48/hr. and 2:45 – 4:45 PM. Must be at least 21 years of age, (flexibility needed), Springfield, MA. Contact daugherton@hru.org. **03/08/10.**

Product Demonstrators/Canvassers: Vista Home Improvement, 1346 Elm St., W. Spfld., MA 01089. Call Brian at 413-382-0249. **03/08/10.**

Tutors: Club Z Tutoring is hiring experienced tutors/teachers to provide one-on-one in home MCAS tutoring to students in Math and ELA - primarily in grades 3-11 in Springfield & Chicopee. Teaching/tutoring exp. & a minimum undergraduate degree are required for this seasonal, 10-15 hour/week position. Compensation: \$30/hr. Contact LeighAnne at 413-348-7465. **03/08/10.**

Various YMCA Jobs: YMCA of Greater Springfield needs Aerobic & Fitness Floor Staff; Gym Supervisor; School Age Child Care; Site Directors; Group Leaders. Apply: 275 Chestnut St, Spfld., MA 01104. For more info: www.springfieldy.org Or Fax 413-736-4869 Or email ccremonti@springfieldy.org **03/08/10.**

Selector: (Tues.-Fri.) 6:00-10:00AM. Requires heavy lifting. Apply in person, T&R Wholesale, 745 Springfield St., Feeding Hills, MA. **03/08/10.**

Chef: Experienced in banquet facility. The Wherehouse, 109 Lyman St. Holyoke (413)534-3039. **03/08/10.**

Bookkeeper: Must know Quickbooks. Fax resume to (413)-592-2338. Located in Chicopee, MA. **03/08/10.**

Six Flags New England: Seasonal Employment - Theatrical Auditions, Office & Park Assistants, Technicians, Security, etc. For more info. call 413-786-9300 (ext.3320). Apply online: www.sixflagsjobs.com. Human Resources Dept., 1756 Main St., Agawam, MA 01001. www.sixflags.com/newengland. **03/08/10.**

Security Officer: After school, high school security. Sch Calendar Yr; 3-6 hours a week (flexible). Prior security/public safety exp. preferred. Request application from Hampden Wilbraham Regional School District, mdionne@hwrdsd.org. Deadline: March 17th. **03/08/10.**

DRIVER: CDL, Class A. Part-Time Weekend Shuttle. \$21/hr. Apply in person at Eastwood Carriers, 61 Union Street, Westfield, MA 01085. **03/08/10.**

GNC Vitamin Sales/Cashiers: Hours flexible (usually weekdays 3-8 PM, and weekends). Apply in person to Store Manager at Rite Aid Pharmacy, 519 College Hwy., Southwick, MA 01077. **03/01/10.**

Sales Person: For garden center sales, plant knowledge preferred, outgoing, motivated, includes weekends. Spring Start. Hampden Nurseries, Somers, CT. Call Mike at 413-566-3242. **03/01/10.**

Sign Installer: Experience Preferred. Great Benefits. Ace Signs, apply at 477 Cottage Street, Springfield, MA or call 413-739-3814. **03/01/10.**

Respite Care: For an Individual w/ developmental disabilities. Must get the Individual involved in the Community; have valid driver's license; own car; be flexible and dependable; pay is per diem. Call Ruz 413-562-5678 (x102), or complete Application at The Carson Center for Abilities Unlimited, 754 Russell Road, Westfield, MA. **03/01/10.**

Neighborhood Marketing Canvasser/Sales: A friendly, outgoing personality w/ great communication skills. Working hours are Monday–Thursday evenings 5:00–8:30PM and Saturday 8:30AM–1:30PM. Compensation is \$10/hr., and bonuses. Call Rob 413-736-9333 (X110), or send Resume & Cover Letter to: weedmansalesjobs@nelawn.com. **03/01/10.**

Part-Time Tellers: Candidates must have some customer service and cash handling experience. Qualified individuals may submit their cover letter &

resume to jbeaudoin@freedom.coop. Freedom Credit Union in Easthampton, MA. **03/01/10.**

Call Center Agents: Reliable & responsible individuals to answer incoming sales calls in a fast paced call center. Must possess excellent English oral & written communication skills. Proficiency in Microsoft Word and Outlook required along with the ability to type a minimum of 50 wpm. 1 year of Customer Service/Call Center experience is required. Intensive paid training. Part-Time Shifts: 2:00-8:00 PM (Mon.-Fri.) and Saturdays (9:00AM-3:00 PM). Apply in person Dinn Bros. Inc. "The Trophy People", 221 Interstate Drive, West Springfield, MA 01089. No phone calls please. **03/01/10.**

Part-time Census Jobs: Good pay. Flexible hours (up to 40 hours/week). Work near your home. For more information regarding testing sites and times in your community, call 1-866-861-2010. Also link to www.2010censusjobs.gov. **03/01/10.**

Floral Designer: Flower shop experience necessary, flexible hours. Flowers By Webstar, Westfield, MA. Call 413-562-4474. **03/01/10.**

Community Liaison: Spectrum Home Health & Hospice Care of Longmeadow, MA (PT 20 hrs./week & benefit eligible). Must develop new business & service existing relationships. Exposure/understanding the Health Care Delivery System and/or sales and marketing experience is required. Excellent verbal and written communication skills desired. More info., call 413-567-4425 or go to www.jewishgeriatric.org. **02/22/10.**

Recreation Leader: Plan & carry out structured out-of-school programming for ages 12-19. Programs such as academic tutoring, computer assistance, gym and recreational activities, etc. Ability to monitor & inspire positive behavior, be role model, write reports, work w/ a multicultural population. Hours are Wed., Thurs., Friday at 5:00-9:00 PM. Must have a valid driver's license. Contact Zee Johnson at Dunbar Community Center, 33 Oak St., Springfield, MA 01109, Phone 413-788-6143 (ext.127), Fax 413-781-8233. **02/15/10.**

Sports Instructors/Playground & Day Camp Leaders: City of Westfield has spring & summer skilled positions open for Parks & Recreation Dept. Apply by April 2nd; Must be certified in CPR/First Aid; CORI/SORI checks; Applications & Job Descriptions avail. Personnel Dept., Fl.2, Municipal Bldg., 59 Court St., Westfield, MA 01085. Questions email/call Jim Blascak 572-6312 or j.blascak@cityofwestfield.org. **02/15/10.**

Home Delivery/Driver Meals On Wheels: Flexible schedules; Weekday hours between 9:30AM-2:00PM; Deliver meals to shut-in elderly; Vehicle required; Must lift up to 40 lbs.; \$8.75/hr. plus \$0.42/mile travel. Apply in person at: Greater Springfield Senior Services, 66 Industry Ave., Ste. 9, Springfield, MA 01104. **02/15/10.**

Receptionist: Busy veterinarian hospital. Apply at VCA Boston Road Animal Hospital, Springfield, MA OR email resume to debra.meisner@VCAhospitals.com. **02/15/10.**

Security Officers: For Arrow Security. Locations in Western Mass. and CT. Nights, weekends, 2nd and 3rd shifts and holidays avail. Must be 18 years old, have car and license. More info. call 413-732-7789. **02/15/10.**

Cooks/Wait Staff/Dishwashers/Hostesses/Cashiers: At Cracker Barrel Restaurant & Old Country Store, Holyoke, MA. Get up to 3 pay raises the first year. Exceptional training program that rewards you with a raise at the completion of each level will be provided. Interviewing Mon.-Sat. 8:00AM-7:00PM. Must work weekends. Stop by The Cracker Barrel Old Country Store, 227 Whiting Farms Road, Holyoke, MA or call 413-493-1831. **02/08/10.**

Weekend Drivers: The Republican has opportunities for Weekend Drivers. The position requires working 2 shifts-both with 6-hour guarantees. The first begins Sat. morning, the 2nd Sat. night around 11:00PM. Apply in person at Human Resources Department, 1860 Main Street, Springfield, MA 01103. **02/08/10.**

The Home Depot: Has PT positions available. For more info. visit the web site or visit your local Home Depot. <https://careers.homedepot.com/cg/>. **02/08/10.**

Big Y World Class Market: Big Y World Class Market has PT positions. Please visit the Big Y website for more information. <http://www.bigy.com/>. **02/08/10.**

Sports & Day Camp Leaders: The City of Westfield has spring & summer positions for Parks & Recreation Dept. Applications & job descriptions avail. Personnel Dept., Fl. 2, Municipal Bldg., 59 Court St., Westfield, MA 01085 (M-F, 9AM-5PM). Must submit to CORI/SORI check. Questions contact Jim Blascak, Program Coord., 572-6312 or email j.blascak@cityofwestfield.org. **02/08/10.**

Office Cleaning: PT positions available evenings in Ludlow, Longmeadow, Springfield & Chicopee. Call 532-4160 then press "2". **02/08/10.**

Customer Service: American Pest Solutions has 2 part time openings in our customer service area. You will be working closely w/ field technicians, new customers and changes to schedules. Must have good people skills, be organized, attentive to detail, sales skills, Microsoft office exp. Work hours will be Mon thru Fri 9am-2pm or 4-7pm. Apply online at www.413pestfree.com **02/08/10.**

Driving Instructor: Immediate opening, cert. instructor preferred, but willing to train, 592-3500 University Driving school. Located in Chicopee, MA. **02/08/10.**

Activity Assistant: Retirement community to work w/ residents, Sundays, 1:00-5:00 PM. Requires kindness,

patience & ability to work w/ elders. Must be able to drive a 9 passenger van. Send resume or apply in person at Glenmeadow Retirement Community, 24 Tabor Crossing, Longmeadow, MA 01106; fax number 567-7945 or e-mail to SClegg@glenmeadow.org. No phone calls please. **02/08/10.**

Accounting Clerk: Ensure high quality completion of bookkeeping and accounting tasks. Support financial operations of organization. Computer & administrative skills & experience processing AP, AR & payroll nec. Send resume ATTN: Suzanne Parker, Girls Inc. of Holyoke, PO Box 6812, Holyoke, MA 01041-6812. Sparker@girlsincholyoke.org. EOE. **02/08/10.**

Part-Time Receptionist: Well-known day spa in Northampton. Must have strong customer service skills, be computer proficient & be detail oriented. Send resumes to bbdayspa@verizon.net. **02/01/10.**

Part-Time Jobs: Noble Hospital On-Site Job Fair Monday, February 8th at 9:00AM – 2:00PM. Full-Time, Part-Time and Per Diem Openings: Nursing, Laboratory, Pharmacy, Respiratory Care, Administrative Support, Housekeeping, Patient Accounts, Dietary Applications also accepted on line at www.noblehealth.org - 115 West Silver St., Westfield, MA 01085. **02/01/10.**

Cook: Needed for healthcare facility in Longmeadow, MA. Approximately 32 hrs/wk. Must be flexible and available to work on weekends & holidays. Please email resume to bnass@fitzvogt.com. **02/01/10.**

Proof Read/Edit: Check spelling and grammar for a screen play; Re-type; Approx. 140 pages; Client will hand deliver; Salary negotiable; ASAP; Call Stephen Burrell at 413-330-1618. **02/01/10.**

Teachers/Tutors: All subjects, standardized tests; Grades 1-12; Undergrads & Grads & all majors welcome. Pay is \$15.00/hour. Open year round, work with students after school, evenings, and possible Saturdays. Great summer job! Send resume to Joan Tompkins, Dir., College Counseling Services, 14 Baldwin St., East Longmeadow, MA 01028, or call 525-3800 or email: ccslearningcenter@yahoo.com **02/01/10.**

Graphic Designer: Part-Time position doing custom signage for wholesaler. Experienced Microsoft and office computer skills beneficial. Send resume to: Graphic Dept. Commercial Dist. Co., Inc., P.O. Box 1476, Westfield, MA 01086. **02/01/10.**

Camp Staff: Camp Weber, W. Spfld., MA. YMCA Summer Day Camp PT summer jobs for 6 to 15 year old children. Send CL & Resume to YMCA, 275 Chestnut St., Ste. 1, Spfld., MA 01104 OR Fax 413-736-4869 OR email ccremonti@springfieldy.org. **02/01/10.**

Sales Associates: Victoria's Secret in Holyoke Mall, Holyoke, MA; positive, customer service oriented; Apply at store or call 413-533-3423. **02/01/10.**

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. **01/25/10.**

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. **01/25/10.**

FOR MORE PART-TIME JOB LISTINGS:

<http://www.craigslist.org/about/sites>;
<http://www.gotajob.com/>; <http://www.snagajob.com/>;
<http://www.collegehelpers.com/>;
<http://www.masslive.com>

SUMMER CAMP JOBS 2010 – Many Full-time and Part-time jobs. Many camps have application deadlines as early as February and March – Please link to the following for more information:

www.camppage.com; www.greatcampjobs.com;
www.campsource.com; www.masscamps.com;
www.campchannel.com; www.mysummecamps.com;
www.lohikan.com; www.badgercamp.org;
http://www.campgreylock.com/staff/staff_app.html;
<http://www.windingtrails.org/>; <http://www.lohikan.com/>;
www.campjob.com

Child Care Opportunities

Daycare Provider: For 2 children (ages 18 mths. & 3 yrs.) in home located walking distance of WSC. Flexible hours; All day Wed. (8:30 AM to 5:30 PM) avail. Could be full-time summer job! CORI check pref. Must be dependable & have exp. w/ very young children. Pay per exp. Please contact Melanie for more info. & interview at 413-575-0202 or melcooper2000@yahoo.com. **02/22/10.**

Nanny/Babysitter: Active working family in Granby, CT (20 minutes from WSC) for Tues. 7AM-6PM for 2

children (2 & 4 years). Duties include getting children ready in the morning and transporting 4-year-old to preschool in Hartford and afternoon activities and engaging the children in fun, constructive activities and meal prep. Must have vehicle & background check. We are open to job sharing if two people would like to split the day. Opportunity for Mon. & Wed. hours in Spring or Summer. Pay per exp. Transportation stipend avail. during school yr. Call Sarah 860- 221-9717. **02/08/10.**

Nanny/Babysitter: wanted for Mon., Wed. & every other Friday, 7:15-8:30AM in Southwick, MA home. (Holidays and public school vacations off/can be flexible for college breaks). Three children ages 9, 7, and 4. Assist children with getting ready for school and going to bus stop down the street (8:10 AM). Must have a car and references. Would prefer someone willing to transport 4 year old to re-school in Southwick. Salary negotiable with opp. for additional hours. Also seeking general 'as needed' babysitter(s). Potential to work w/ numerous families in Southwick neighborhood trying to build a babysitting pool! Please contact Sharon Ensign at H 413-569-3948, C 413-896-7690. **02/08/10.**

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 to register. **02/08/10.**

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. Free registration. **02/08/10.**

Part-time and on-call sitters needed in your local area. Pick your own hours. Register today at www.babysitters4hire.com. Free registration. **02/08/10.**