

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

Needham Youth Services

Job Posting 09/28/15

Job Posting: Orange Leaf Frozen Yogurt

Date: 9/24/15

Job Title: Crew

Hourly Pay: \$9

Age Requirements: at least 16 years old

Job Hours: Flexible hours/shifts but must be available between the hours of 3pm-10pm on weekdays and 12pm-11pm on weekends; weekday shifts are 3-7pm and 7-10pm

Company Name: Orange Leaf Frozen Yogurt

Company Address: 1185 Highland Avenue, Needham

Company Website: www.orangeleafyogurt.com

Contact Person: Stacey Krug

Number: (617)823-2022

Email: Stacey@OLNeedham.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Customer Service- greeting customers, providing product samples, cashier; light food prep, maintaining cleanliness of the store, closing procedures.

Orange Leaf is a fun, festive, happy place to visit and to work! We're seeking mature, responsible, hard-working candidates to join our awesome team!

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Job Posting: Charles River Country Club

Date: 9/19/2015

Company Name: Charles River Country Club

Job Title: Food Runners & Bussers

Hourly Pay: N/A

Job Hours: N/A

Age Requirements: Ages 16 and Up

Company Address: 483 Dedham Street, Newton Centre, MA 02459

Company Website: <http://www.charlesrivercc.org/>

Contact Person: Becky Hansen

Number: (617) 332-1320

Email: bhansen@charlesrivercc.org

Brief Description of the job duties and qualifications needed (1-2 sentences):

Employees at Charles River Country Club are energetic and service-oriented individuals. We offer comprehensive benefits, employee meals, uniforms, and limited golf playing privileges. Work schedule for these positions will involve night, weekend, and holiday coverage.

Bussers must be able to carry trays and assist with a la carte service to members and their guests. The ideal candidate will clear and clean tables as well as bring large trays of glasses and plates into the dish area to be broken down.

Food Runners must be able to carry trays to deliver food to the proper room and Server once a food order has been prepared by the kitchen. Food Runners are the last of the staff to see the meal before it reaches the member, so the ideal candidate should have basic food knowledge to know what each plate looks like.

It's also important that the plates are handled carefully and brought out in a timely manner to ensure optimal food temperature.



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Job Posting: Needham Park and Recreation

Date: 9-21-15

Job Title: Ice Skating Instructor

Hourly Pay: \$18/hr

Age Requirements: 16 years and older

Job Hours: Tuesdays and Thursdays, Oct 13-Nov 5, 3:15pm-5:15pm

Company Name: Needham Park and Recreation

Company Address: 500 Dedham Ave, Needham, MA 02492

Company Website: www.needhamma.gov/parkandrecreation

Contact Person: Robyn Fink

Number: 781-455-7550, option 3 at the recording

Email: rfink@needhamma.gov

Brief Description of the job duties and qualifications needed (1-2 sentences):

Instructors needed to teach beginning and intermediate ice skating to kids ages 5 and up.

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Job Posting: JCC

Date: 9/18/2015

Job Title: Health Club Attendant

Hourly Pay: \$10/hr

Age Requirements: 17+

Job Hours: Evenings and Weekends

Company Name: Jewish Community Center (JCC)

Company Address: 333 Nananton St

Company Website: www.bostonjcc.org

Contact Person: Audrey Edwards

Number: 617-558-6462

Email: aedwards@jccgb.org

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are looking for part time health club attendants to provide excellent customer service to members in our private men's and women's locker room. Duties include: washing and folding towels, restocking vanities and keeping the lounge area tidy. Must be reliable. Transportation a must.

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Job Posting: KinderCare Learning Center

Date: 9/14/15

Job Title: Teacher Assistant

Hourly Pay: 12.00

Age Requirements: 16years

Job Hours: 3:00/3:30-6:30

Company Name: KinderCare Learning Center

Company Address: 1000 Highland ave, Needham MA

Company Website: www.KnowledgeUniverseCareers.com

Contact Person: Stephanie Blakeman

Number: 781-449-0774

Email: Sblakeman@klcorp.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Communicate effectively, both orally and in writing; assist the teacher in planning and implementing activities with children of all age levels. Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the wellbeing and safety of the children in his/her care. Maintains a positive, calm attitude and a soft voice, and encourage this attitude and voice in others working in the classroom. Maintains a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.

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Job Posting: LINX

Date: 9/14/15

Job Title: After School Childcare Assistant

Hourly Pay: \$9-\$12/ hour depending on experience

Age Requirements: 15+

Job Hours: 3:00-6:00pm M-F

Company Name: LINX

Company Address: 141 Linden St. Wellesley, MA 02492

Company Website: www.linx-usa.com/details/employment

Contact Person: Lauren Riley <http://www.linx-usa.com/details/employment>

Number: 781-235-3210

Email: lriley@linx-usa.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We are looking for people to play and entertain ages 3 to 13 in our clubroom. Ideal candidate has high energy, experience working with kids (babysitting, etc.) and wants to work with at a fun company. We are looking to fill M-F but we can work around your schedule if you can only do 1 Or 2 days

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Job Posting: Party City

Date: 9/09/15

Job Title: Seasonal Sales Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: 15-25

Company Name: Party City

Company Address: 321 Worcester St (RTE 9) Natick, MA

Company Website: Partycity.com

Contact Person: Rick, Suzie, Mike, Jason, Gerardo

Number: 508-650-8811

Email: store6004@partycity.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Restocking, Cashiering, Ballooning...Help for our busy Halloween season. Many Halloween hires are offered permanent positions after Halloween.

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Job Posting: Cutler & Wilensky, LLP

Date: 9/03/ 2015

Job Title: Law Office Assistant

Hourly Pay: \$10.00/hour

Age Requirements: 16+. Prefer Sophomore or Junior in High School.

Job Hours: 5-8 per week. Totally Flexible and can change every week based on the student's schedule.

Company Name: Cutler & Wilensky, LLP

Company Address: 175 Highland Avenue – Suite 303, Needham, MA

Company Website: www.cutlerlegal.com

Contact Person: Barry P. Wilensky

Number: 781-429-3105

Email: barry@cutlerlegal.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Filing, light typing, MS Office and MS excel a plus. Will definitely learn about the legal profession.

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Job Posting: Chestnut Dental Associates

Date: 09/02/2015

Job Title: Clinical Assistant

Hourly Pay: \$12

Age Requirements: 16-18

Job Hours: 5-8:30pm – 2 evenings per week, 8am-3pm Saturdays

Company Name: Chestnut Dental Associates

Company Address: 87 Chestnut Street, Needham MA

Company Website: www.chestnutdental.com

Contact Person: Michele Boudreau

Number: 781-444-6650

Email: mboudreau@chestnutdental.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Mature student with interest in science/medical/dental. Duties: Clear Clinical rooms, sterilize instruments, other duties as assigned.

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Job Posting: TJX Companies

Date: 9.30.15

Company Name: TJX Companies

Job Title: Varied Positions

Hourly Pay: Minimum wage

Job Hours: Part-Time & Full-Time

Age Requirements:

Company Address: Varied Locations

Company Website: www.tjxjobs.com

Contact Person:

Number: 1-866-831-0865

Email: Workforce.Service@ey.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).