

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 01/18/16

Job Posting: Read to a Child

Date: Winter and Spring 2016

Job Title: Development Intern

Hourly Pay: Community Service

Age Requirements: Current High School Student

Job Hours: 6 hours/month or 2 afternoons/month

Company Name: Read to a Child

Company Address: 20 William Street, #G25, Wellesley, MA

Company Website: www.readtoachild.org

Contact Person: Amelie Ansari

Number: 781-489-5910

Email: Amelie.ansari@readtoachild.org

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

Read to a Child is a national non-profit with headquarters in Wellesley, MA. The Development Intern would work with the Manager of Development & Communications to help generate/mail thank you notes to donors and enter data into our donor database. Other potential duties include helping with research and other development or communication tasks that the candidate may have interest learning more about. Qualifications include organizational skills, interest in helping a non-profit, attention to detail, and willingness to ask questions/seek input

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Job Posting: The Charles River Center

Date: 12/15/15

Job Title: Receptionist

Hourly Pay: \$15

Age Requirements: 16+

Job Hours: Monday and Wednesday's 3pm to 5pm

Company Name: The Charles River Center

Company Address: 59 East Militia Heights Drive, Needham

Company Website: www.charlesrivercenter.org

Contact Person: Ashley Pugliares, Executive Assistant

Number: 781-972-1014

Email: apugliares@charlesrivercenter.org

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

The receptionist position includes answering and transferring phone calls, greeting and directing guests, sorting mail, adding postage to mail and assisting staff as needed.



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Job Posting: Expressions After School

Date: 12/ 14/ 2015

Job Title: Assistant Group Leader

Hourly Pay: \$10.00

Age Requirements: Must be 16 y/o or older

Job Hours: 3-6:30, Days T, W, Th (can be slightly flexible with days)

Company Name: Expressions After School

Company Address: 1132 Highland Ave. Needham, MA, 02492

Company Website: expressionsafterschool.com

Contact Person: Sarah Kroll

Number: 781-559-3324

Email: sarah.kroll@expressionsafterschool.com

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

Expressions After School is looking for a job candidate who enjoys working with children and has the ability to multi-task. This person would be working hands on with children doing activities such as arts and crafts, group sports, board games etc. This person must be trained in First Aid and CPR as a qualification.

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Job Posting: Staples

Date: 1/4/2016

Company Name: Staples

Job Title: Sales Associate

Hourly Pay: \$9.10 + based on experience

Job Hours: 10-20

Age Requirements: 16+

Company Address: 163 Highland Ave, Needham, MA

Company Website: Staples.com

Contact Person: Tiffany McNulty

Number: 781-449-5766

Email: tiffany.mcnulty@staples.com

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

No experience necessary...Position Summary: Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

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Job Posting: Walgreens

Date: 1/4/2016

Job Title: Customer Service Associate

Hourly Pay: \$9.00

Age Requirements: 16

Job Hours: Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

Company Name: Walgreens

Company Address: 1478 Highland Ave

Company Website: www.walgreens.com

Contact Person: Andrea Baxter or any other manager on duty

Number: 781-444-5714

Email: mgr.01852@store.walgreens.com

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

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Job Posting: TJX Companies

Date: 1/02/16

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).

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