

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 02/08/16

Job Posting: Brier & Ganz LLP

Date: February 5, 2016

Job Title: Part time clerical position

Hourly Pay: \$13.00

Age Requirements: 16 years of age or older

Job Hours: 12-16 hours per week, starting immediately

Company Name: Brier & Ganz LLP

Company Address: 160 Gould Street, Suite 320 Needham, MA 02494

Company Website: www.brierganz.com

Contact Person: Tina Schmottlach

Number: 781-453-0030 x247

Email: tschmottlach@brierganz.com

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

Our law firm seeks a bright and responsible high school or college student with an interest in the law profession or desire to gain professional office experience to assist with some general filing, mailings, phone calls, copying, document preparation, and other tasks. No prior office experience required.

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Job Posting: The Needham Business Association

Date: January 21, 2016

Job Title: Intern Needham Business Association – Part-time

Hourly Pay: Community Service Requirement (check with your guidance counselor)

Age Requirements: 14+

Job Hours: appx. 10 hours per week

Company Name: The Needham Business Association

Company Address: 1492 Highland Avenue Suite 6, Needham, MA 02492

Company Website: DiscoverNeedham.com

Contact Person: Lisa Relich 781-444-7980

Number: 781-444-7980

Email: nba@needhambusiness.com

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

This position will take you inside the daily work of running an active, Non-profit Local Business Association that has been supporting Needham's Local Businesses and Non-profit Organizations for over 41 years.

Your work will involve assisting our Administrator in a variety of administrative tasks, some of which will vary by the season. The success of your work will have a direct, visible impact on helping promote and support our local business and organization members.

This includes:

Managing incoming email Events and Announcement submissions, researching of local "events" and posting them on the NBA's website, DiscoverNeedham.com.

Creating attractive graphics to be used on the site

Building out event pages for each featured event,

Setting up and updating Member's Business Directory pages on DiscoverNeedham.com

Creating links to other resources, installing YouTube videos on site, etc.

Helping assist our Administrator with tasks related to Town events the NBA organizes.

Applicants should have the following skills:

Marketing and Graphic Design experience

Comfortable working with Facebook, YouTube, Instagram, Website operations

Well organized, detail oriented and can work independently on assigned tasks

Excel spreadsheet work, typing competency

Data entry and research skills

Good communication skills

Ideally, familiar with Constant Contact

Hours & Equipment: approximately 10 hours per week. Candidate must provide their own computer and will work primarily off site but may be required to be in the NBA office as needed.

Contact Lisa Relich at: 781-444-7980 or by email: nba@needhambusiness.com (subject line - Internship).

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Job Posting: Charles River YMCA

Date: 1/22/16

Job Title: Group Leader and Assistant Group Leader for After School Program

Hourly Pay: \$10.00-\$12.00 depending on experience

Age Requirements: Assistant Group Leader [16-17 years old] – Group Leader [18+]

Job Hours: Monday-Friday 3pm-6pm [2-5 day shifts available]

Company Name: Charles River YMCA

Company Address: 863 Great Plain Ave. Needham, MA

Company Website: <http://ymcaboston.org/charlesriver>

Contact Person: Lauren Utschig, After School and Camp Director

Number: 617-823-4707

Email: lutschig@ymcaboston.org

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

Main job responsibilities include: providing children with homework or academic help; supervising children to ensure safety and appropriate behavior; making sure that materials are ready for activity use and put away at the end of the day; facilitating activities during enrichment blocks and literacy time; and greeting all parents, guardians, and family members as they enter our program space.

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Job Posting: Chillybears

Date: 1/21/16

Job Title: Data Entry

Hourly Pay: \$12

Age Requirements: 15-18

Job Hours: 2-4 Hours a week. Days flexible with schedule. Available at least one day Monday through Thursday for training.

Company Name: Chillybears

Company Address: 6 Brook Road Needham, MA 02494

Company Website: <http://www.chillybears.com/>

Contact Person: Laura Devlin

Email: pldevlin@verizon.com

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

Enter data into accounting computers. Must be attentive to detail and reliable

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Job Posting: Needham Park & Recreation

Date: 1/20/16

Job Title: Ice Skating Instructor

Hourly Pay: \$18/hour

Age Requirements: Must be 16 y/o or older

Job Hours: 3:15pm-5:15pm, Tuesdays AND Thursdays, March 1—March 24 (4-weeks)

Company Name: Needham Park & Recreation

Company Address: 500 Dedham Ave Needham

Company Website: www.needhamma.gov/parkandrecreation

Contact Person: Sarah Mallard

Number: smallard@needhamma.gov

Email: smallard@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. Figure Skaters and Hockey Players welcomed! The program is at St. Sebastian's School Ice Skating Rink (1191 Greendale Ave, Needham, MA 02492)

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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: 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).