Part Time Jobs
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If you would like to receive this in your email inbox sign up here:  http://eepurl.com/rBuNX

May 16, 2013

BUSINESS

RETAIL MERCHANDISER (5/16) – Wyomissing, PA
The Retail Merchandiser is responsible for maintaining account aesthetics and in store project execution. This position is under the supervision of the District Sales Manager and is given direction from the Retail Merchandising Specialist.
To find out more about this job, go here:  http://tinyurl.com/ceo8y9r

FRONT DESK RECEPTIONIST (5/16) – West Chester YMCA
Do you enjoy meeting new people? If you do, our members are waiting to meet you! The West Chester Area YMCA has openings at our front desk for various shifts. You must be flexible regarding shifts that you work. Evenings and Weekends required.
For more information, go here:  www.ymcabwv.org

FRONT DESK RECEPTIONIST (5/16) – Rothman Institute, Bryn Mawr, Pa
The Front Desk Receptionist greets, instructs, directs and schedules patients and visitors. Serves as liaison between patient and medical support staff.
For more information, go to:  http://www.indeed.com/viewjob?jk=5d5859ec2f6b0681&tk=17qi4bf6e0n3i7st&from=recommendedjobs

FRONT DESK ATTENDANT (5/16) – NWH Management, Philadelphia, PA 5/16
Enthusiastically greets guests upon arrival, making them feel welcomed and comfortable.
Handles check in / checkout process for guests including posting charges.
Makes reservations and keeps records of guest.
Answers phones, take messages, direct calls, etc.
Addresses guests’ questions or concerns.
Proactively addresses issues and provide stellar customer service.
To learn more about this job, go to:
http://www.indeed.com/viewjob?jk=aab7cc18d4bb86d0&tk=17qi44dvq0n3i404&from=recommendedjobs

PART TIME CLERICAL JOB (5/16)
Part time Clerical JOB OPPORTINUTY with the WIC Program
REQUIREMENTS:
· HIGH SCHOOL GRADUATE
· RELIABLE TRANSPORTATION
· GOOD INTERPERSONAL SKILLS
· GOOD PHONE SKILLS
· COMPUTER SKILL/EXPERIENCE REQUIRE
EXPERIENCE AS RECEPTIONIST/WIC OFFICE IS A PLUS
To apply, go to this website:
STOCK & MATERIAL HANDLER (5/16) – American Honda Motor Co.
The Parts and Service Division plays an important role in contributing to the success of Honda's global operations. This position is a part of our Part Time Student Program within the Parts Division which supplies service parts to Honda, Acura, motorcycle and power equipment dealers and export distributors in North/South America, Europe, Asia and Australia/New Zealand.
The duties of this position include but are not limited to picking, packing, shipping and receiving of all Honda line parts. In addition, you will be operating a forklift and other warehouse machinery, as well as, lifting, pushing and pulling 25-50 lbs frequently.
To find out more, go here: http://tinyurl.com/cjbwzpa

Bookkeeper (5/9)
The Professional Technical Science (PTS) Career School is a new school of allied health medicine in Roslyn, PA. The acting director lives in King of Prussia. We have an immediate opening for someone who knows accounting practices but basically with bookkeeping experience to work part time, initially it can be more, to set up QuickBooks and get everything started on the right foot. Most can be done from your home/dorm, the director's home in KOP or at the school in Roslyn. Flexible hours. Pay commensurate with experience.
Please submit resume and cover letter to Shari Draayer, MA, ABD, Acting Director at Draayerfamily@aol.com

PR/MARKETING INTERN OR PART-TIME (5/9)
Public relations part time or intern
Passionate about making a difference for babies and children.
Health conscious/Alternative growth and development
You have great writing skills and social media skills
You are highly organized, great computer skills, able to work under pressure with grace, meet deadlines, do complete and thorough work.
For more information, go here: http://philadelphia.craigslist.org/mar/3762886279.html

ADMINISTRATIVE ASSISTANT (5/9)
Admin Assistant wanted for National construction/fencing company based in Norristown, PA. Must have working knowledge of Quickbooks, job costing, payroll and office management skills. Excellent work environment with opportunity for growth. Position available immediately. Please respond with resume to ad.
For more information, go here: http://philadelphia.craigslist.org/ofc/3761507039.html

SALES ASSOCIATE (5/9)
Pet Valu is hiring a part-time sales associate at their Audubon Square Shopping Center in Norristown, PA.
For more information, go here: http://philadelphia.craigslist.org/ret/3758964894.html

TELLER (5/9)
Serve as a proactive team member in the M&T Branch system. Tellers are the foundation of building customer loyalty through the "M&T Way". The "M&T Way" is defined as: Creating a memorable customer experience that will make customers want to come back and do business with the bank! Not leaving things to chance. Being the BEST! Tellers play an integral role in achieving branch goals. This is done by acknowledging each customer as they enter the branch, accurately processing a variety of financial transactions and balancing work daily, identifying and referring sales opportunities by uncovering financial needs and presenting all options to customers, and following up as needed. Tellers demonstrate the "M&T Way" with every customer engagement.
Position also offered in Elton, MD: https://mtb.taleo.net/careersection/mtbcareersection_corporate/jobdetail.ftl?job=3CN8D&lang=en&media_id=23616&src=States_Compliance
Position also offered in Pottstown, PA: http://tinyurl.com/d27stuz
To view the full description, go to: http://tinyurl.com/dxgy9z6
EDUCATION

SCHOOL PSYCOLOGIST (5/16) – Great Valley School District
Please send a letter of interest, resume, three written letters of reference, Pennsylvania school psychologist certificate, transcripts, Act 34 (Request for Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), Act 114 (FBI Clearance), and Act 24 (PDE 6004 FBI Clearance Form) to:
Great Valley School District
47 Church Road
Malvern, PA 19355
ATTN: Dr. Robin Koslo-Stahl
DEADLINE TO APPLY: May 30th

SPECIAL EDUCATION TEACHER (5/16) – Great Valley School District
Please send a letter of interest, resume, three written letters of reference, Pennsylvania school psychologist certificate, transcripts, Act 34 (Request for Criminal Record Check), Act 151 (Pennsylvania Child Abuse History Clearance), Act 114 (FBI Clearance), and Act 24 (PDE 6004 FBI Clearance Form) to:
Great Valley School District
47 Church Road
Malvern, PA 19355
ATTN: Dr. Robin Koslo-Stahl
DEADLINE TO APPLY: May 30th

PRE-SCHOOL TEACHER (BLUE BELL AND NORRISTOWN) (5/9)
Seeking education degreed candidate or candidate with strong experience and related degree. Benefits available after 30 days of employment. Must be patient, strong team member, creative and organized. Career advancement opportunities for strong leaders. Starting at $14.00/hr.
To view a full description and to apply go here: http://philadelphia.craigslist.org/edu/3762668160.html

STUDENT SUCCESS SPECIALIST – DEVELOPMENTAL EDUCATION (5/9)
Community College of Philadelphia is hiring a Student Success Specialist to be responsible for supporting the success and persistence of students in developmental education workshops and courses. This position works directly with students by assisting them with cognitive and non-cognitive development and with overcoming barriers which can impact retention in higher education. This is a part-time position with flexible hours not to exceed 25 hours per week.
To view a full description of the job, go here: https://jobs-ccp-edu.careerliaison.com/postings/search

SPECIAL PROJECTS COORDINATOR (5/9)
Eastern University, a university of the liberal arts and sciences located in St. Davids, Pennsylvania, invites applications for the position as the Special Projects Manager. The Special Projects Manager is primarily responsible for the collection and analysis of outcomes data in adherence to accreditation standards. In addition, the manager will conduct research, maintain departmental Blackboard sites, and coordinate clinical placement for RN to BSN students. The Special Projects Manager will represent the Chair at meetings as requested and will perform special projects as directed.
Part-time, staff, 24 hours per week, 12 months a year.
To view a full description, click here: http://www.eastern.edu/centers/hr/jobs/staff/4192.html

HEALTH AND SOCIAL SERVICES

PERSONAL TRAINERS (5/16) – West Chester YMCA
The West Chester Y is seeking Personal Trainers and Wellness Attendants. Due to the service nature of the YMCA, candidates must be responsible, on time, reliable and flexible. The West Chester Y is looking for Personal Trainers to conduct personal training sessions for our Y members, as well as serve as an Attendant in the Wellness Center.
For more information, go here: www.ymcabwv.org

GROUP EX INSTRUCTORS (5/16) – West Chester YMCA
The WC Y has opening for a Group Ex instructors to teach Group Ex classes like a Dance Oriented Class, Step, Yoga, Strength and Conditioning Classes....This person conducts the above mentioned group exercise classes and provide assistance in a safe, enthusiastic, thorough, courteous and professional manner. This is a great opportunity for you to share you love of fitness and fun, while promoting a healthy attitude and lifestyle!
For more information, go here: www.ymcabwv.org
CUSTODIANS (5/16) – West Chester YMCA
The West Chester Y is looking for male and female custodians. Must be available at night and on weekends. Duties include mopping, dusting, vacuuming, cleaning windows and emptying trash in men's locker and rest room and common areas. Must be able to demonstrate knowledge of basic custodial equipment and functions. Must be able to relate well with staff and general public. High School Diploma/GED and good work history required.
For more information, go here: www.ymcabwv.org

AQUATIC INSTRUCTORS (5/16) – West Chester YMCA
The West Chester Y is looking for Aquatic Instructors: If you love the water and teaching children, join our fantastic pool staff! The West Chester Area YMCA has immediate openings for swim instructors. We are looking for enthusiastic & energetic individuals to teach swimming skills/safety to our members. Various shifts available--weekdays, evenings and weekends.
For more information, go here: www.ymcabwv.org

CHILDCARE (5/16) – West Chester YMCA
The West Chester YMCA has openings for babysitters to work various shifts and days Monday through Sundays. Must be able to work at least 2 shifts per week. If you like to fill your day with giggles and smiles and enjoy spending time with children, join our Babysitting Staff! Our babysitters assist with day-to-day operations of our babysitting area and are responsible for providing a safe, interactive, fun and caring environment for children while in YMCA care.
For more information, go here: www.ymcabwv.org

LIFEGUARDS (5/16) – West Chester YMCA
Lifeguards: The West Chester Area YMCA is seeking LIFEGUARDS Monday through Sunday. Come join our fantastic pool staff! We are looking for enthusiastic, energetic and mature individuals to serve as lifeguards. The safety of our members is always on our minds. Help us keep them safe and sound!
For more information, go here: www.ymcabwv.org

MINISTRY
YOUTH PASTOR (5/16)
This position reports to the Rector of Christ the King. This is a part-time position, estimated at 20 hours. The Youth Pastor will have oversight of and responsibility for the youth ministry of Christ the King. These responsibilities will include discipleship of our current youth, training our volunteer leaders, and growing the youth ministry through effective outreach to our community. Currently we have 15-20 youth in our ministry. This position has high potential to grow in hours as the ministry grows.

Duties and Responsibilities
• Disciple the youth of Christ the King towards maturity in Christ.
• Develop a healthy, well-ordered program for our youth. Currently the program life of our youth ministry consists of:
  - Sunday Morning: Fellowship and study including preparation for confirmation, lead by volunteers and youth staff.
  - Sunday Evening: Our primary youth program- consisting of relevant, applicable biblical teaching, a caring community for our youth and plenty of good fun.
  - Serve Second Saturday: Service opportunity to the underprivileged in our community.
• Yearly Mission Trip.
• Grow the evangelistic impact of our youth ministry.
  - In our next season we desire to expand the evangelistic impact of our youth ministry.
• Pastor and lead the youth team.
  - The youth pastor will need to minister to and grow our volunteer youth team.
• Support our parents as necessary.

Qualities Desired
• Christian character
- The ideal candidate would display a commitment to personal study, prayer and fasting and an obvious desire to grow into the image of Christ.
- Self-starter
  - The ideal candidate will have initiative and a proven ability to lead.

Education and experience

The ideal candidate will have theological education and experience in youth ministry.
- Proficiencies
  - The ideal candidate will be a skilled communicator and technologically proficient.
- Hard-worker
  - We value hard-work and disciplined use of time.
- Team Player
  - We value collegiality and desire our office to be a place of respect and encouragement.
- Musical Skill
  - The ideal candidate will have some ability to lead in worship.

Interested candidates should apply to David Glade (dglade@ctkalexandria.org) and include a resume and list of references. The desired start date for this position is August 1, 2013.

**SUNDAY PAID MINISTRY OPPORTUNITY (5/9)**

Person needed to assist with various children’s ministry activities, Sunday mornings, 9:00-1:00 at our new church plant in Newtown Square at Delaware County Christian School. Person must undergo screening and have good references. Person would assist or lead children’s Sunday School groups and help where needed. Pay: $10.00 per hour. Must be a committed person who is good with children.

Contact: Pastor Lisa Crenshaw, Victory Church, lisa@getvictory.net. Opening is immediate.

**NON-PROFIT ADMINISTRATIVE MANAGER (5/16)**

The position of Administrative Manager is responsible for providing billing and human resource administrative support. They are also responsible for the coordination of appointments, the handling of client issues as needed, and to participate in team meetings for their assigned program. The Administrative Manager will oversee general office management responsibilities which include and not limited to ordering supplies, contacting necessary contracted services, i.e. copy machine vendor, landlord and repair services.

For more information, go here: [http://www.indeed.com/viewjob?jk=9912e4a0c01091e3&q=non+profit&l=Philadelphia+County,+PA&tk=17q6ko9kr069g7c2&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts](http://www.indeed.com/viewjob?jk=9912e4a0c01091e3&q=non+profit&l=Philadelphia+County,+PA&tk=17q6ko9kr069g7c2&from=ja&alid=b49e6d35a0ef8ff6&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**SOCIAL WORKER (5/9)**

Permanent, part-time (25 hours/week) Social Worker (BSW or MSW) needed in Norristown, Montgomery County, PA Monday to Friday from 6:30 am to 11:30 am. Also work one Tuesday/month until 1:00 pm for Staff Training.

Great second job for any qualified candidate with BSW or MSW degree. This work is with the poor and homeless of the community and includes 5 paid vacation days, 3 paid holidays, and 3 sick days a year; and, paid jury duty. Website: [www.hospitalitycenter.org](http://www.hospitalitycenter.org) Norristown Ministries Inc. Hospitality Center.

To view a full description, [click here](http://www.hospitalitycenter.org).

**SATURDAY SOCIAL WORKER (5/9)**

Part-time (5 hours/week) Social Worker (BSW) needed in Norristown, Montgomery County, PA. Saturdays from 6:30 am to 11:30 am. Great one-day second or third job for any qualified candidate with BSW degree. Norristown Ministries Inc. Hospitality Center

To view a full description, [click here](http://www.hospitalitycenter.org).
OUTREACH COORDINATOR (5/9)
Neighborhood Bike Works provides educational, recreational, and career-building opportunities to underserved youth through bicycling, and promotes cycling as a healthy, affordable, environment-friendly form of transportation. Through three sites in Philadelphia, Neighborhood Bike Works provides after school and summer programming to youth, and space for adults to utilize our tools and equipment during adult repair cooperative hours. In addition, NBW's North Philadelphia Bike Shop hosts a full retail bicycle shop open five days per week.

Position Summary: The Outreach Coordinator is responsible for volunteer recruitment and training, and for coordinating special events, including outreach events and some fundraising events. This position provides support to program and development staff by building a reliable base of volunteers to assist with youth and adult programs, and planning community outreach events.

To view a full description, go to: http://www.idealist.org/view/job/tWn64349GbfP/

CRISIS INTERVENTION COUNSELOR (5/9)
Women Against Abuse. Philadelphia, PA.

Job Description: Provides crisis intervention and ongoing support to residents; answers the Hotline as required, providing information and referrals, options counseling, and support to battered women, and their children.

Qualifications:
• An Associate's Degree or an equivalent combination of education and experience is required.
• Some crisis counseling experience is required.
• Experience with victims of domestic violence is preferred.
• Demonstrated effectiveness in crisis intervention is required.
• Demonstrated ability to work effectively with a diverse population is required.
• Demonstrated ability to work effectively as a team member is required.
• Demonstrated commitment to service of others is required.
• Demonstrated proficiency in communication, both verbal and in writing, is required.
• Proficiency in Spanish is strongly preferred.
• Completion of the 40-hour Domestic Training Class is required (pre or post hire).
• Satisfactorily pass criminal record, FBI, and child abuse clearances.

Hours: Saturday and Sunday 11pm – 7am.

Salary: Commensurate with education and experience and we provide paid time off (no other benefits available due to schedule).

Location: Emergency Shelter

For more information: http://www.idealist.org/view/job/d9JW62D38pFP/