

Getting Ready for the "Real World" Mentoring Series

Sample Job Postings



Kids Club Program Aide (High School Students) ~School Age Child Care~ 2015-2016 School Year

POSITION: Kids Club Program Aide (High School Student)

HOURS : 8-15 hrs/week

HOURLY RATE : \$8.55/hr

POSITION SUMMARY:

Under direct supervision, this position is responsible for assisting one or more Kids Club (KC) Site Supervisors and Paraprofessionals to provide instructional and supervisory support to students enrolled in the School Age Child Care Program. This position also assists with prep work for activities, participates in activities and develops positive relationships with children, staff, and parents within the program.

PRIMARY JOB FUNCTIONS: Facilitate and assist Site Supervisor with the implementation of lesson plans. Actively participate in group games, craft projects, science and cooking, computer lab, gym, outdoor activities and dramatic play. Under the direction of the Site Supervisor, work with team to develop the mental, physical, social and emotional abilities of individual children. Promptly inform Supervisor of any observations regarding difficulties in adjustment, learning, social interaction, behavior, and/or the physical functioning of individual children. Maintain and enforce the safety and security of the children in the School Age Child Care Program. Assist with timely and accurate attendance counts and continual monitoring of the environment to ensure safety. Model appropriate behavior, and encourage children to develop positive social relationships. Intervene, as appropriate and directed, using strategies such as peer mediation, conflict resolution, problem solving, and/or other behavior management techniques. As directed, assist KC Supervisor in complying with district and KC policies and procedures, including but not limited to: emergency procedures, building orientation, confidentiality, student vulnerability, reporting (including injuries, behavioral issues and suspected abuse or neglect) and classroom management. Prepare equipment and materials for activities and arrange the program areas as necessary. This includes set-up and clean-up of the supplies, equipment and program areas, as well as the preparation and serving of meals and snacks. Notify Supervisor about equipment that needs repair or replacement, or supplies that need purchasing. Understand and maintain boundaries and confidentiality with students, families and staff. Maintain a high level of fairness, confidentiality, respect and equality for all students, staff and families. Other duties as assigned.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required: Minimum age of 16 years. Proven teamwork, confidentiality, and communication skills. Proven ability to provide services to students as directed by Supervisor in a manner that demonstrates a positive respect for the dignity and basic rights of children. Accepts work direction willingly and shifts work assignments and/or accepts new job responsibilities as needed. Models appropriate behavior, neat appearance, and proper grammar usage for all students. Helps provide a positive child care environment. Ability to perform routine computer functions, including the use of email, Microsoft Word and navigating on the internet. Prompt, regular and reliable attendance. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships. Demonstrates an appreciation of diversity in all interactions and job functions.

Desired: Current First Aid and CPR certification. Some childcare experience.

ANTICIPATED START DATE: 2015-2016 School Year

POSTING ENDS : Posted until position is filled

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**Are you Looking to.....
Begin your career?
Obtain a paid Internship?
Gain experience before you Graduate?**

Must be able to start next week!!!

Overview:

As a local startup in Pittsburgh, we have quickly achieved recognition for our marketing efforts and increased revenue for our clients in the technology sectors. We tapped into the Pittsburgh market and have already grown over 200% locally and have large expansion goals for 2016. We are now guiding the branding of over twenty clients into its next phase of growth, while preserving the house's playful and unique systems. We have an exciting opportunity for you to join the team.

Responsibilities:

- Understanding the business of telecommunications brands and ability to work with teams and to drive business performance and marketing.
- Providing service that excites and captivates the consumer
- Building relationships to create repeat consumer base for the clients.
- Connecting with the consumer and facilitating an understanding of the brand through behavior, product presentation and service.
- Considering the needs of the client in creating a compelling selling environment that delights the consumer and engages them in our client's product.
- Seeking ways to build relationships with consumers so they prefer our client's brand and product.

Team Responsibilities:

- Complete tasks and objectives listed on daily touch-base or as directed by marketing management
- Communicate and resolve with management, team, and any customer and /or operational issues as they arise
- Help deter loss prevention and minimize loss by following company guidelines and procedures while offering excellent client service
- Adhere to all company policies and procedures

Skills and Knowledge & Experience:

- 1-2 years previous customer service or sales experience with a specialty in a cliental environment preferred
- 1-2 years previous customer service or marketing experience preferred.
- Effective time management skills, and a proven ability to execute multiple tasks simultaneously

Student Positions Available! Grads Welcome! Internships Available!

CANDIDATES MUST BE ABLE TO START NEXT WEEK!!!

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UPS Package Handler - Part-Time - Entry Level Warehouse Support

Earn \$25,000 towards your college education!

UPS is hiring individuals to work as **part-time Package Handlers**. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work.

UPS is an equal opportunity employer - race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity.