

OFF-CAMPUS JOB POSTINGS

Department	Location	Contact	Phone	Job Title	Salary	Hrs/Week	Duties
Actors/Models	10035 Akron Rd R. Hman, OH 44270	Teresa Saurer	330-317-5361	Actors/Models	N/A	Saturday October 10, 2009 Afternoon- Evening	October 10, 2009 -Needed 4-5 actors/models to dress in themed attire and assist at a movie marathon. We need 3 females to dress in nurse uniforms (provided) and 2 males to wear black pants no shirt. Looking for heavily tattooed males. Qualifications: Must be friendly and very outgoing. Theatre and art majors are a plus, game assistant, and mingling with guests. Must have some knowledge of the Saw movies and be 21 years of age. Most costumes will be provided. Food and gas money provided. Contact Teresa Saurer at 330-317-5361. (POSTED 4/27/09)
Akron Firefighters Credit Union	161 Massillon Rd. Akron, OH 44312	Karen Blasdel	330-798-1994	Teller	N/A	M-F Mornings/ Afternoons	Teller will be processing member transactions; account maintenance; opening new accounts; loan processing Qualifications: Must possess strong customer service skills; cash handling experience and aptitude for working with numbers. Prior experience in banking or retail beneficial, but not required. Please e-mail resume to Karen Blasdel kblasdel@akfirecu.com or mail to Akron Firefighters Credit Union 161 Massillon Rd. Akron, OH 44312. (POSTED 4/23/09)
Akron Urban League	Akron, OH	Yolanda Clay	(234)-542-4154	Workforce Development Secretary/Intern/ Volunteer	Volunteer/Non-paid	M-F 9am-5pm/ Hours very flexible with school schedule	SPRING: Akron Urban League looking for Workforce Development secretary/intern/volunteer. The Workforce Development secretary will provide the overall clerical and secretarial support services for the Workforce Development Dept. Duties: Various secretarial duties

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							<p>filling, data entry, scheduling, billing, invoice, answer phones, greet visitors & participants, copying, etc. Please inquire within for further detailed information about duties. Qualifications: Written & verbal communication skills, high level of interpersonal communication /relationship skills, strong customer service & telephone skills. Three plus years of previous clerical and secretarial experience required. Demonstrate a high level of tact and diplomacy when working with clients, staff, and employers. Must be proactive, self directed and provide support to other staff. Must have ability to work with a diverse group of people and meet deadlines. Must be accurate. High School Diploma or equivalent required of 3+ years of solid secretarial experience. Computer experience a must with Microsoft Office, Access, Excel, Mail Merge, Database, and Reporting Management, Internet. Also experience working with office machinery fax, copy machines, projector, etc.</p> <p>If interested please contact Yolanda Clay at (234)-542-4154 or email her at aulyclay@aol.com (POST 3/27/09)</p>
Akron Urban League	40 Vernon Odom Blvd. Akron,OH	Kimberly Carter	234-542-4164	After School Lead Assistant	\$7.30/hr	25hrs/wk M-F/ Afternoons and Evenings	<p>SPRING: After school lead assistant will oversee children ages 5-12 years. Assist with homework, tutoring, snack time, field trips, and other duties as arranged. Qualifications: Ability to work with</p>

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							children, parents, & staff. Be able to implement lesson plans, games, & activities. Must have good customer service skills. Other information: May pick up application at Akron Urban League at 440 Vernon Odom Blvd., Akron, OH 44307. Please contact Kimberly Carter with any further questions or about applying at (234)-542-164. (POSTED 4/3/09)
A T & T Sales Support Specialist	2765 Candance Ct, Uniontown, OH 44685 (Near Akron/Canton Airport)	Ron Carlson	N/A	Sales Support Specialist Intern	\$8/hr	8-10hrs/week Monday and/or Friday/Flexible	March: Intern will be pricing of advanced network services for Fortune 500 companies, sales forecast creation, sales tracking and customer relationship management data base input, accounting and bookkeeping, and research business development opportunities. Intern will have opportunity to learn about business to business sales relationships and the process and techniques used to manage this business. Intern will work directly for a Sales Executive supporting sales and business development objectives in a personal assistant role. Qualifications: Candidate should be a self starter; work independently to complete tasks, good working knowledge of computer and internet skills is required. Candidate must be quick to use computer software and tools and adapt to change. Requirements: Completion of 45 credit hours, working towards a degree in the business field, 3.75 GPA, computer literate and with good typing skills. Interested candidates should send

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							<p>a cover letter and resume, either Microsoft Word or PDF format, to roncarlson@att.net Please include desired working hours/days and identify year round availability. (Posted 2/26/09)</p>
Beautiful Gardens by Buckeyes	P.O. Box 401, Cuyahoga Falls, OH 44222	Marc Gross	330-922-8114 or 330-622-1103	Gardener/Laborer/Landscaper	\$8.00/hr to start	Full or Part time positions	<p>March- November: Gardener/landscaper or laborer needed to help family business from March to November, with ground keeping and landscape services. Must have own car. Will show you how to mow, plant, etc. Need to be hard worker, dependable, have own car, and work well with us. Need to be able to listen and learn, self-starters, male or female, etc. (posted 2/24/09)</p>
Cattleman's	941 E. Waterloo Rd, Akron, OH 44306	Michael Rosen	330-836-9999	Food Prep Supervisor	Negotiable hourly	Up to 50	<p>Food processing and preparation for wholesale & retail sales. Previous kitchen or culinary experience helpful. In a culinary program is more desirable. (Posted 2/27/09)</p>
CASNET	947 W. Waterloo Rd. Akron, OH 44314	Sandy Manjura	330-848-8800	Sales Account Manager	25K base salary	40/hrs Mon-Fri	<p>Excellent growth opportunity to take your career to the next level. The right candidate will have a five year vision of managing complex technical sales and impacting mission critical applications within local government. Responsibility will be selling document management products and to local government organizations. Skills & Qualifications: Highly motivated, professional demeanor, 3 years sales business to business, prospect cold calls, technical aptitude, excellent customer relations skills. Knowledge of major document mgmt. platforms such as OnBase, Application Xtender, Kofax, Captiva, EMC, & Sharepoint very helpful.</p>

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							<p>Submit resumes with salary history and current requirements to: Sandy Manjura CASNET 947 W Waterloo Rd. Akron, OH 44314 Or e-mail to smanjura@gotocasnet.com (POSTED 5/18/09)</p>
CBCS	2641 West Market St. Akron,OH 44333	Jim Barkley	330-873-3067	Data Entry	\$8.00 per/hr	40 hrs/wk	<p>CBCS is looking for miscellaneous and clerical data entry. Qualifications: Computer Literacy, accurate typing. Other Information: Would work from 8-5 with 1 hour lunch, background credit check required. An equal opportunity employer. If interested please contact Jim Barkley @ 330-873-3067 (Posted 6/17/09)</p>
Central Ohio Diabetes Association	1100 Dennison Ave. Columbus, OH 43201	Darlene Honigford	614-884-4400 or 800-422-7946	Camp Staff/ Camp Counselors	N/A	Work one or two weeks July 26 th - August 1 st or August 2 nd – 8th	<p>SUMMER: July 26th - August 8th Camp Hamwi is recruiting young adults to work as staff members/ counselors. Several positions are open for college age staff. A two week resident camp for youth with diabetes has staff positions available. Come and interact with young people learning practical diabetes management skills and coping with the special demands of growing up with a chronic condition. Also join in the fun- horseback riding, swimming, archery, basketball, arts and crafts and lots more. This is a great opportunity for those who want to work with children. For more information contact the Central Ohio Diabetes Association at 614-884-4400 or 800-422-7946 or coda@diabetesohio.org. Staff application is accessible at</p>

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							www.diabetesohio.org. (Posted 3/9/09)
Certa Pro Painters	871 Moe Dr. Suite A5 Akron, OH 44310	Rich Fein	330-630-1147	Neighborhood Marketing	\$10/hr shifting to performance based compensation	10-20 hrs/wk Afternoons/ Evenings M-Th & Sat	Go door to door in selected neighborhoods in Summit and northern Stark Counties. You will ask homeowners to set appointments to get estimates for any one of several home improvement services offered by well-established, highly-reputable service providers. There is no actual selling of services involved. Qualifications: Must be a self starter with good communication skills, reliable transportation, clean-cut appearance, and be prepared to do a lot of walking. Prefer students to contact via e-mail at rfein@certapro.com. (POSTED 4/24/09)
Classic Diagnostic Assistant	N/A	Melanie Moss	330-425-4400 ext. 110	Part-time Admin. Assistant	Competitive Wage	20hrs/week	The candidate will work as a critical part of the team, offering support to the Management Team and Sales Staff. The key responsibilities include but are not limited to: assisting controller with data entry & filing, assisting sales team with sales calls and/or resolutions, assist management team with special projects, & follow up swiftly on tasks until they are closed or finalized. <u>Qualifications:</u> Assertive, self motivated and goal oriented, maintain a positive attitude, exceptional communication skills (written & oral), strong interest in building knowledge base, growth-minded, reliable, & strong computer skills. Interested students should contact Melanie Moss at 330-425-4400 ext. 110 or e-mail Classic_moss67@yahoo.com (Posted 2/23/09)
Double Deckers	1662 Merriman	Todd Warren		Server	Min. wage + tips	Flexible day &	Server for gourmet sandwich shop

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Stone Grill	Rd. Akron, OH					Evening shifts/ Afternoons, evenings and nights/ all but Sunday Flexible	and stone grill dining. Qualifications: Previous serving fine dining preferred. Please apply in person 11am-6pm. 21 and over please. (Posted 4/8/09)
DSW Shoes	3889 Medina Rd., Akron, OH 44333	Manager	330-666-1702	Customer Service Associate	varies	varies	To deliver an inspiring and uniquely responsive customer experience through service and conversation that is friendly, enthusiastic, and real. Candidates will display qualities that are passionate, friendly, helpful, and real. (posted2/24/09)
Fitness 19	2695 West Market St. Fairlawn	Chet Dine	330-864-1919	Personal Trainer	Varies	Flexible	Instructing clients with fitness routine, motivating clients to achieve their fitness goal, tracking client progress, flexible schedules. Outgoing personality, organized. Exercise science background preferred. National certification preferred. (Posted 2/24/09)
Gano Excel	3441 Raber Terrace	Bill	330-232-5384	Sales Associate/Sales Manager	Based on Performance	Flexible	Sales Associate/Manager will set up new sales teams in Akron/Canton full and part-time/ flexible hours. Will work around class schedules. Qualifications: Sales experience desired but will train motivated candidates. Need phone and internet access. (POSTED 4/29/09)
Home City Ice, Co.	20282 Hannan Pkwy. Walton Hills, OH 44146	Rick, Brian, or Joe	1-800-376- 5388 or 440- 439-5001	Delivery Driver	\$9.00-\$14.00/hr	25-40+ hrs/wk Daytime delivery, flexible 4-6 days/wk. Open weekends.	Driving company-insured truck to deliver packaged ice to company route customers. Routes start between 7:00am and 8:00am. Finish between 4:00pm and 6:00pm. Good driving record, reliable transportation to work. Visit: homecityice.com (posted 2/24/09)
Home City Ice, Co.	20282 Hannan Pkwy. Walton Hills, OH 44146	Rick, Brian, or Joe	1-800-376- 5388 or 440- 439-5001	Packaging/Loading	\$7.50-\$9.50/hr	40 hrs/wk	Packaging positions: 3 shifts available, stacking bags of ice on pallets, moving pallets into freezer. Loading positions: Using battery

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							powered lift trucks, loading pallets onto trucks. Reliable transportation to work, able to work 7-8 hour shifts, able to work weekends. Visit: homecityce.com (posted 2/24/09)
Integrated Marketing Insurance	1145 Highbrook Rd. Suite 411 Akron, OH 44301	Kristy Istvan	800-416-9907	Customer Service	\$10-\$12/hr	9-5 Mon-Fri	<p>We are a health insurance agency that sells insurance to 50 states. We are looking for someone to answer multiline phones for the call center. It's all inbound calls from agents to clients who have our plans. We also have mail order prescription that is 50% of our business.</p> <p>Qualifications: Good phone skills, work well with multi web based programs as well as Microsoft Outlook, Word, and Excel programs. Detail oriented with the will to learn new products and programs. This is a fast paced environment so be prepared to work! Please have a pleasant and positive attitude. Contact Kristy Istvan at 800-416-9907 or email Kristyistvan@aimhealthplans.com</p> <p>(Posted 5/13/09)</p>
Linnen Co., L.P.A.	789 W Market St. Akron OH 44303	Jay Linnen	330-258-8000	Clerk	\$9.00 hr	10-20 hrs. per week/M-F /mornings &	SPRING: Linnen Co., LPA is looking for a responsible person for clerking position. Duties will

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						afternoons	include: filing with the courts, deliveries and light office work. Approximately 10-20 hrs per week. Must have reliable transportation and professional appearance. Please contact Jay Linnen @ 330-258-8000. (Posted 3/31/09)
Nanny/Part-time	Independence, OH	David & Rachelle Reusser	216-901-0265 davidhreusser@gmail.com	Nanny/Part-time Mother's Helper	TBD	10-15/wk Mon-Sun Flexible	Family looking for role as a 'mother's helper' / part-time nanny to help mom take care of everything from babysitting one boy while the other is at an art class, to watching both while mom is doing errands, to help with basic household light duty chores related to care of the children. This person may join Mom with the boys going to zoo, the pool, etc. would also be willing or available occasionally on weekends or weekday evenings. Qualifications: Prior Nanny or child development experience. CPR is a plus, able to swim, own vehicle (although not transport for children necessary). Please contact David or Rachelle for further information at davidhreusser@gmail.com . POSTED 6/4/09

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Peregrine Fund World Center for Birds of Prey	The Peregrine Fund, Inc 5668 West Flying Hawk Lane Boise, Idaho 83709	William R. Heinrich- Species Restoration Manager	(208)-362- 3716	The Peregrine Fund World Center for Birds of Prey	Check every two weeks for \$692.30 Field Housing Provided	10-12 week position	<p>The Peregrine Fund will be awarding temporary positions for snack sites at Aplomado Falcon release sites in West Texas and southern New Mexico. The release period will be approx. 10 to 12 weeks. Attendants are responsible for feeding and monitoring from six to thirty young falcons from the time they are placed at the site until they reach independence. Applicants receiving positions will participate in a unique effort to restore endangered Aplomado Falcons to their native habitat. Qualifications: Must be 18 years of age. Some ornithological or other wildlife experience is desirable, but not mandatory, knowledge of working outdoors in a hot environment, must be in good physical condition. All positions will require long, challenging hours.</p> <p>Please request an application as soon as possible by contacting The Peregrine Fund, Inc. at 5668 West Flying Hawk Land Boise, Idaho 83709 or request by e-mail at wpf@peregrinefund.org. If you are emailing your request please include your <u>full mailing address</u>. Applications need to be completed and returned by March 30th or sooner. Applicants</p>

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							receiving temporary positions will be notified by April 15th or sooner. (Posted 1/30/09)
Personal Care Attendant	Spanton	Dan	(330) 283-6381 or dwright@taftl.w.com	Personal Care Attendant	Negotiable	Hours Flexible	FALL: 22 year old male student, wheelchair bound, living in Spanton Hall at the University of Akron, needs a Personal Care Attendant, Flexible Hours, Spring Semester, 2009 Hours can be shared between attendants Assistance with dressing and undressing, shower three times per week, toileting and other personal needs We provide training, parking pass, power Hoyer lift, shower chair, and all other equipment (Posted: 6/22/09)
Portage Path Country Club	240 N. Portage Path Akron, OH 44303	Fred Alvarez	330-836-4994 Ext. 2308	Various Positions: Golf Course & Grounds, Kitchen, Clubhouse, Snack Shop, Grille	Holiday Pay, Competitive Wages/no tips	35+ Hours per week	Portage Country Club team members are empowered to do whatever it takes to achieve excellence in all activities and amenities for its Members, families and guests. Golf Course and Grounds- Seasonal hours-competitive wages, work early mornings, have the best part of the day off. Kitchen- Learn and earn banquet prep and production, 35+ hours per week, uniforms, holiday pay, competitive wages. Clubhouse, Snack Shop, Grille- Servers & Bartenders 35+ hours per week, flexible hours, holiday pay,

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							competitive wages, no tips Send resume now to: falvarez@portagecc.org or Mail Resumes now to: Portage Country Club Attention: Fred Alvarez 240 North Portage Path Akron, OH 44303 Taking applications starting March 25 til July 15th. Applications will be available Tuesday thru Friday from 9-4 at the front desk at Portage Country Club. (Updated 6/22/09)
The Princeton Review	Akron Area	PrincetonReview.com/employment	n/a	Instructor	\$15- \$20/hr	5-25 hrs/wk	Teach for the Princeton Review! Looking for smart, irreverent, kind, confident energetic people to teach our SAT and MCAT courses in the Akron area. Apply online at PrincetonReview.com/employment Fill out the application and attach a resume as well as take a qualifying exam. There will be more information on this website about the position and the hiring process. (Posted 12/15/08)
Ramapo for Children	Apply online at www.ramapoforchildren.com Camp Ramapo P.O. Box 266 Rhinebeck, NY 12572	Michael Kunin	845-876-8403	Specialty Camp Counselors	Salary TBP, room and board and travel reimbursement for employment July 21, 2009 through Aug. 21, 2009	9 weeks during summer 2009	Camp Ramapo serves children with emotional, behavioral and learning problems. Serves children 4-16. Outstanding professional and fieldwork experience. Conducts on site college coursework. For more information and to apply please go to www.ramapoforchildren.org (Posted 01/23/09)
Rico Latte	4161 Steels Pointe Rd, Stow, OH 44224	Roseann Crews	330-631-1398	Barista	10.00hr	Flexible	Mascot position is responsible for attending special events and functions. Distribute coupons or flyers to general public and bring

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							excitement to public. Must abide by rico latte standard in public, must be friendly and energetic, must be able to move and stand for periods of time, must be dependable and flexible work schedule. (Posted 3/12/09)
Riverfront YMCA	544 Broad Blvd., Cuyahoga Falls, OH 44224	Dan Testa or Chad Stryker	330-923-9622	Before and After School Counselor	\$7.50/hr	25 hrs/wk	Provide enrichment activities in the form of games and crafts. Assist with homework and facilitate additional reading, writing, math, and science projects. Provide snack during the afternoon hours. Create reward system to reinforce positive behaviors and to create activities that display the 5 core values of the YMCA: honesty, respect, responsibility, faith, and caring. Hours of operation are Monday through Friday from 7am-9am and from 3pm-6pm. Must be currently working on a Bachelor's degree preferably in Early Childhood Education, Psychology, or Child Development, however all are encouraged to apply. Preference given to applicants with previous experience working with children. FBI background check required. Must complete the following trainings during employment: First Aid/CPR, Communicable Disease, and Child Abuse Prevention. ALL trainings are paid for by the YMCA. Send resumes to following address: dant@akronymca.org. (posted 8/11/08)
Sensational Remodeling	1410 Highland Rd. Macedonia OH 44124	Bruce Smith	330-425-1479	Marketing Representative	Commission	Full Time Mon-Sun Mornings, Afternoons, Evenings	Looking for an in home sales representative to enter our training program to sell high quality sunrooms and room additions for a premier and establish construction company. Qualifications: Personable

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							& outgoing, works well on your own. Degree a plus. Must be self motivated, hard working, and have outstanding problem solving capabilities. For consideration email resume to kdadisman@sunsationalpatio.com, fax resume to 330-425-2109, or call and asks for Mr. Anderson at 330-425-1479. (POSTED 5/13/09)
Senior Independence	Rockynol Retirement Community 1150 West Market Street, Akron		330-322-8011	Home Health Aides	Competitive	Full & part time positions	Provide health & supportive care to client in client's own home. Responsibilities include: personal care (assist with bathing, dressing, feeding, mobility, & medication reminders) and homemaking activities (bed making, light housework, laundry, errands, & companionship). Full & Part time positions available, flexible schedules, competitive wages, paid travel time, paid down time, mileage reimbursement, tuition Prepayment, benefits (for full time employees), pleasant & supportive work environment. (posted 4/22/09)
Skyhawks Sports Program for Kids		Jason Frazier	614-527-7708 or jfrazier@skyhawks.com	Directors/Coaches	\$8-\$14/hr based on school level and experience	18-19 hrs/wk for ½ day programs and 33-34 hrs/wk for full day camps. Programs run over 8 to 10 weeks from June to August.	Directors and Coaches positions are available both for week-long half-day programs and week-long full-day programs. Skyhawks assigns staff on a weekly basis. Staff who do an excellent job and perform well will work on a consistent basis. Staffing is based on a number of factors including number of sports staff can teach, flexibility in driving to different locations, and how well the staff are currently doing their job. Staff must be 17 years old by June 1 st . Skyhawks is looking for sports-oriented individuals who are highly-motivated, energetic people who

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							<p>enjoy working with children. Skyhawks require staff to attend 2-3 training sessions offered in the evenings and weekends in May and June. Directors must be First Aid and CPR certified, and Coaches must be CPR certified by the time you work your first camp.</p> <p>If interested, please apply online at www.skyhawks.com For additional information, contact Jason Frazier.</p>
State Farm Insurance	5874 Darrow Rd, Hudson, Oh	Amanda Doll		Marketer	\$8/hr bonuses available	10hrs/wk	<p>SPRING/SUMMER: Warm and cold calling and assisting with general office duties. It requires great communication and phone skills and the ability to communicate with a wide array of individuals. Good customer service and communications skills ~ especially over the phone, must be dependable, responsible and punctual, able to work independently and be a self-starter. Must be able to work evenings and some Sat. mornings. Resumes can be emailed to amanda@nicolesalmon.com or faxed to 330-6555242 (Posted 2/26/09)</p>
Summit Psychological Associates, Inc.	37 N. Broadway St. Akron, OH 44308	Corinne Dameron	330-535-8181 ext. 409	Internship/Externship, Secretarial experience	Volunteer	Flexible	<p>Mental health doctor's office can provide secretarial/office administration experience for interested individuals to enhance current knowledge and skills. People-person organized, good communication skills, self-starter. Eager to serve as a professional reference. (posted 2/27/09)</p>
SVDP/CORE Furniture Bank	2900 State Rd. Cuyahoga Falls, Oh	Rebekah Kerchner	330-922-1792	Volunteer	N/A	9am-noon	<p>Looking for caring people to assist furniture bank with escorting clients through warehouse while choosing furniture and items listed on voucher.</p>

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							Volunteers may also assist with loading of furniture into trucks. Various volunteer positions are available, including home visitors. Must be able to lift, be honest and caring and walk and stand. (Posted 8/27/08)
U.S. Census Bureau	300 River Place Dr. Suite 2950 Detroit, MI 48207	Sue Hack	1-800-861-2010	Office Staff & Field Staff	varies	n/a	The census bureau is opening a new office in the Akron area to begin operations for conducting the 2010 Census. Regional Job openings include: Office clerk, recruiting assistant, administrative assistant, operations supervisor. www.census.gov/detroit (Posted 11/11/08)
Vari Family	4129 Ashbourne Court Copley, OH 44321	Jennifer Vari	330-665-2370	Tutor	Based Upon Qualifications	Various/ Flexible Afternoons & Evenings	Tutor for 2 year old child with developmental disabilities. Flexible hours, afternoons, evenings, & weekends. Opportunity to be trained by Cleveland Clinic Center for Autism. Qualifications: Psychology, Speech or Special Education Major strongly preferred. (Posted 2/13/09)
Vari Family	4129 Ashbourne Court Copley, OH 44321	Jennifer Vari	330-665-2370	Part-Time Nanny	Based Upon Qualifications	Various/ Flexible Afternoons & Evenings	Part-time Nanny for after school hours. General child care activities in home. Must have ability to transport children to occasional activities. Qualifications: Must be highly organized and able to work with small children. Child care experience preferred. (Posted 2/13/09)
Wheeling Park Commission – Oglebay Park	Wheeling, WV 26003		www.oglebay-resort.com	Many positions available – Please visit website for	Varies depending on position	TBD	As a Wheeling Park Commission employee you will enjoy: working with a courteous, friendly and

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				current listing of job opportunities.			professional staff. Beautiful work environment. Many positions offer flexible schedules for all: teenagers, adults, and senior citizens. Entry level career and supplemental income opportunities. You and your dependents will enjoy free and/or discounted rates for various amenities throughout the park, whether you prefer active sports like golf, swimming, tennis or the pleasure of strolling through the Good Zoo or perhaps shopping at one or all of our many gift shops. Apply at the Human Resources Department Visitor Center, Oglebay Park. 9:00am-5:00pm daily. (Posted 2/27/09)
YMCA- Akron Area	Various locations in Summit County	Shelley Kendrick	330-376-1335	Various positions available	TBD	TBD	Various jobs at various locations are available. ALL job postings can be found on www.akronymca.org/jobs . (posted 9/4/08)