

# The South Coast Hot Jobs List – September 15, 2019

Here are the Hot Jobs in the New Bedford area from the NewBedfordGuide.com jobs database, as of September 15, 2019. Click the right arrow to browse the next job. Want your job listed here? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).

## Job Fair – Blount Fine Foods

Are you looking to work with a growing company? Come see what Blount has to offer you and add some spice to your work life. Join Blount for their on-site Job Fair on September 18, 2019, from 3:00pm-6:00pm at their location at 575 Currant Road, Fall River.

You will have the chance to speak to someone from our recruiting team, meet with supervisors and hear about our competitive benefits package. Many opportunities for machine operators, warehouse associates, food prep individuals, quality control, quality assurance and much more! See what Blount has to offer you!

### WHEN:

Wednesday, September 18, 2019 at 3 PM – 6 PM

### WHERE:

Blount Fine Foods

630 Currant Rd,

Fall River, Massachusetts 02720

### Facebook

### Event

### Page:

<https://www.facebook.com/events/2414688508855779>.

**Facebook:** [facebook.com/blountfinefoods/](https://www.facebook.com/blountfinefoods/)

**Website:** [blountfinefoods.com/](https://www.blountfinefoods.com/)

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**About Blount Fine Foods:**

*Blount Fine Foods offers competitive wages, medical, dental and vision benefits; 401k with Company match and Profit Sharing Plan; Paid time off including vacation, sick time and holidays; Education Assistance Program; Life Insurance and Short Term Disability; Discounts on Blount products at Company retail locations.*

Blount Fine Foods is an equal opportunity employer & prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital, & veteran status.



**Security Officer – Command Security Corporation (New Bedford)**  
*Part-Time*

**Position Summary**

Work for a company where your individual contributions are recognized and rewarded. Apply for your next security position at Command Security Corporation. We are always hiring professionals eager to exceed customer expectations.

We're hiring reliable, experienced, Part-Time Security Officers! The persons in this position will maintain a safe and secure environment for customers and co-workers by patrolling, monitoring premises, and performing search procedures.

Command Security Corporation offers a whole suite of benefit options. Command believes in career advancement and encourages current employees to apply. We offer competitive wages and exciting company resources.

### **Responsibilities**

- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security/safety of premises
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Guard, patrol, and monitor industrial or commercial premises to prevent safety hazards, theft, violence, or infractions of rules
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance
- Escort on foot or by motor vehicle to transport individuals to specified locations or to provide personal protection or to escort persons off customer property
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Provide assistance to customers, employees and visitors in a courteous and professional manner
- Monitor for irregular or unusual activity
- Secure facility and designated areas
- Enforce facility and company policies and procedures
- Investigate and prepare reports on incidents

### **Qualifications**

- 21 years old or older
- Experience with Phones/Tablets
- High school diploma or GED equivalent
- Must have good communications skills
- Ability to stand or walk for long periods
- Ability to think clearly during crisis or high-stress periods
- Must be reliable, have a positive attitude, and uphold

ethical behavior

- Must have one (1) year of experience as a security supervisor, police officer, military or a combination of education, training or work experience which provides the required knowledge, skills and abilities to perform the duties of this position

Interested in applying? See full details [and](#) how to apply here

### **Court Monitor – FunZ Trampoline Park (New Bedford)**

#### *Part-Time*

As a Court Monitor, your job would be to enforce the rules of the park and ensure customer safety! Also, you will be responsible for helping to clean and maintain our park. We are looking for people preferably with customer service experience. Must be able to work weekends.

#### **Education:**

- High school or equivalent (Preferred)

#### **Work authorization:**

- United States (Required)

#### **Additional Compensation:**

- Store Discounts

#### **Hours per week:**

- 10-19

Interested in applying? See full details [and](#) how to apply here

### **Retail Sales, Cashiers, Stock Associates – Bed Bath & Beyond (Dartmouth)**

Christmas Tree Shops is growing and so is our need for talented associates. We offer a distinctive, fast-paced, and

dynamic retail environment where you can truly make a difference AND have an opportunity to grow your career! If you are looking for a retail company that values both its people and its customers, your search is over – you have discovered Christmas Tree Shops!

Please join us on Thursday, September 26th at this location. We will be interviewing between the hours of 12:00pm and 6:00pm – No appointments necessary. Please apply on-line before arriving.

### **National Hiring Day 2019**

Thursday, September 26th

12:00pm to 6:00pm

*On the spot interviews. Quick hiring decisions.*

This store location will be interviewing between the hours of 12:00pm and 6:00pm for all open retail positions including retail sales, customer service, stock associates. No appointments necessary. Please apply online before you arrive.

If you are not available to interview on this date or time, please search our career page for opportunities or apply in-person at your local store location and ask for the Leader on Duty.

Interested in applying? See full details [and](#) how to apply here

### **Residential Care Staff – M.O. L.I.F.E., Inc (Fairhaven)**

*Part-time*

Join our growing team in enhancing the lives of individuals with developmental disabilities in SouthCoast Massachusetts!

#### **Responsibilities include:**

- Work shift – Monday and Tuesday evenings 6pm -10pm, Saturdays, 8am to 4 pm and Sundays 4pm -12:00am.

- Provide individualized care and assist with activities of daily living, including proper maintenance of living area, guiding residents in leisure activities, work day programming, medication administration, meal preparation, housekeeping , and personal hygiene.
- Design and direct flexible individualized and/or group support to assigned consumers as established from ISP and from significant and invited people in consumer's life.
- Involve and assist individuals in Functional Skill Development
- Assist individuals in sound, independent decision-making with emphasis on balancing risks and benefits of those decisions and understanding the potential consequences.
- Build and expand natural and other supports.
- Models appropriate behavior for individuals.
- Comply with and promote the Human rights of developmentally disabled and brain injured population.
- Provide transportation to appointments, errands and social activities.
- Fulfill progress notes and behavioral data log notes for each individual residing in the program on a daily basis.

MAP CERTIFICATION A PLUS, BUT NOT NECESSARY. MUST BE WILLING TO OBTAIN.

#### **License:**

- Driver's License (Required)

Interested in applying? See full details and how to apply [here](#)

#### **Retail Merchandiser – Hallmark**

The Retail Merchandiser is a part-time position that performs service work in the Hallmark department in various retail stores such as grocery stores, drug stores, department stores and mass retailers. These positions do not service Hallmark Card Shops.

This is your opportunity to represent the world's best-known

greeting card brand and develop retailer relationships in your community. Hallmark provides paid training, paid travel time and mileage reimbursement between stores and access to a variety of corporate discounts.

### **Day to Day Service:**

- **Product merchandising:** You will handle all aspects of product merchandising within your assigned stores. You will use a Hallmark-issued, hand-held mobile device to replenish, straighten and track inventory of Hallmark products. This could include products placed inside the Hallmark department or within other areas of the store.
- **Store employee and customer interaction:** You must interact in a professional manner with store employees, store management and customers while in the store.
- **Schedule:** Your Territory Supervisor will clarify your specific schedule. Work is typically scheduled Monday through Friday during the day and hours will increase during holiday periods.

### **Holiday Support:**

- Hallmark's business is season driven. Your scheduled days and hours will increase the week before and after the following holidays – Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving and Christmas.
- You may be required to work on the actual holiday for Valentine's Day, Mother's Day and Father's Day.

### **Department Remodels and Resets:**

- Occasionally, you may be required to be a part of an installation team and work on activities to include, but not limited to, building Hallmark fixtures, moving card departments, installing fixtures and product and remodeling card departments.
- Typically you will receive at least a 2-week notice for remodel/reset work.

### **PHYSICAL REQUIREMENTS**

This is a physically demanding job that requires a high level



of energy and a sense of urgency. You will be working on the selling floor as well as in back stockrooms. You must be able to consistently push, pull, lift, and carry cartons, merchandise and display fixtures up to 30 pounds throughout the work day and up to 50 pounds on occasion. You will also be required to stoop, squat, walk, and stand throughout your work day, and you may be required to climb stairs and step ladders.

## **REQUIREMENTS**

- Access to a Wi-Fi network and the internet
- Able to operate hand-held technology provided to open and read documents and interpret information
- Flexibility to work a changing work schedule that may include an occasional evening or weekend
- Reliable transportation to report to assigned locations as scheduled
- Eligible to work in the United States
- Able to read, understand and communicate in English
- At least 18 years of age
- High School Diploma/GED or equivalent
- May be required to work the week before and the week after major holidays

Interested in applying? See full details and how to apply [here](#)

## **School Safety Staff – New Bedford Public Schools**

This is a PART-TIME (School Year) Position Provides a safe and secure environment for learning.

- Patrols interior points of entrance/exit, passageways, common areas including restrooms, instructional areas, gymnasium, auditorium, cafeteria and assembly areas as assigned Ensures appropriate pedestrian traffic patterns and flow along interior passageways and exterior walkways.
- Monitors motor vehicle traffic issues around assigned facility, including but not limited to vehicle-free zones/building proximity, parking areas and speed.

- Pre-qualifies vendors and/or external contractors and monitors accountability using registration (sign-in/-out), identification badge assignment, controlled access areas and passage routes throughout the facility.
- Provides directions as needed as well as information regarding visitation policies and protocols to all authorized vendors and/or external contractors.
- Provides security presence as directed at academic, athletic and social events both during and after regular school hours.
- Controls and diffuses disturbances before, during and after school hours, within school buildings, upon school grounds and along access and egress routes. Assists school resource (police) officers, local police and fire safety officers as necessary.
- Maintains logs, prepares reports and/or other documentation related to security and/or safety.
- Performs other related duties as assigned.

Interested in applying? See full details and how to apply [here](#)

### **Retail Sales Consultant – Sprint (New Bedford)**

*From \$40,000 a year- Commission*

Here's your opportunity to join an unstoppable team at a company that's setting a new standard in wireless. This position puts you on the leading edge of a brand that is changing the way people live, work and play.

As a Sprint Retail Sales Consultant, you are a wireless expert. This means you have the power to connect customers to the people, places and things that matter most. You move Sprint's Brand forward by delivering unmatched customer experience. You are a guide, a guru, a virtual Jedi master of wireless mobility. You stay current with the latest technologies and trends. You deliver the whole package products, plans and service like nobody's business. Best of all, when you're doing what you do best (being awesome),

you're nailing Sprint's customer satisfaction and growth goals and having fun while doing it. Did we mention you do this with other great people who complete the circle of awesomeness? We call them your Sprint Retail team.

You are the Sprint face to the customer and as such, you are the walking embodiments of the brand and our commitment to provide our customers the best possible offer to fit their needs. Great products, great plans, comparable network and outstanding customer experience.

We reward you for your effort with a great total rewards package including health and wellness benefits, tuition reimbursement, paid time off, and an opportunity to earn incentive rewards for selling, serving and delighting customers. As a full-time Sprint partner, you can earn more than \$40,000 total compensation with significant commission upside for top performers. At Sprint we believe in paying for performance – the more you sell, the more you should earn.

- Provides a total sales solution to our customers, for any of their wireless/mobility needs. This includes selling the value of Sprint's devices, accessories and service plans; maximizing Sprint-customer connections; saving our customers money; personalizing their experience; and protecting their investment
- Delivers an outstanding store experience that improves customer loyalty and strengthens the Sprint Brand
- Meets or exceeds key performance objectives, including sales and customer satisfaction goals
- Accurately sets up accounts, so customers are ready to use their new devices and plans as soon as they leave the store
- Identifies the right solutions for customer billing, technical and/or account issues
- Receives training in their curriculum path to further their skills and career opportunities
- Complies with all operational policies and procedures, including the Sprint Code of Conduct

- Aside from reasonable accommodations or military obligations, employees must be available to work a retail schedule that includes evenings, weekends and holidays.

### **Qualifications**

- High School diploma or equivalent
- Six months retail sales or related experience

The Retail Sales team is the heart and soul of Sprint, connecting people with what matters every day. Our relentless innovation in cutting-edge technology, providing value and outstanding customer experience are all in service of our core belief: that connecting should be simple, rewarding and even fun.

### **Connecting with our Retail Sales team means you'll:**

- Receive a competitive total compensation package including base salary plus monthly sales incentives
- Enroll in our benefits/Total Rewards Program empowering you to take charge of your wealth, health and professional goals
- Further your education through our Tuition Assistance Program
- Connect with the latest wireless and mobile devices through our Employee Phone Program
- Promote innovation and friendly competition to deliver unparalleled customer experience
- Gain valuable wireless industry experience and skills by learning the newest trends and technology through engagement and training
- Achieve satisfaction knowing that you are changing lives by connecting customers with the resources, information, entertainment, and people that matter most

### **Are you ready to connect?**

Sprint is a background screening, drug screening, and E-Verify participating employer and considers qualified candidates with criminal histories consistent with applicable law.

## Equal Opportunity Employer/Disability/Protected Veterans

If you are a qualified individual with a disability or a disabled protected veteran and need an accommodation or accessibility assistance to apply for one of our positions, you may submit a request by sending an email to [careers@sprint.com](mailto:careers@sprint.com) or by faxing your request to 913-523-9980.

“Applicants have rights under Federal Employment Laws” Family and Medical Leave Act (FMLA) Poster; Equal Employment Opportunity (EEO) Poster; Supplemental Equal Employment Opportunity (EEO) is the Law Poster; Employee Polygraph Protection Act (EPPA) Poster; Pay Transparency Notice Poster; and the Philadelphia’s Fair Change Hiring Law Poster.

Interested in applying? See full details and how to apply [here](#)

### **Assistant Project Manager – City of New Bedford Parks, Recreation, and Beaches**

**PAY: \$47,339 – \$59,178**

Manages infrastructure grants on site including grants awarded for infrastructure improvement. Submits grant reports to granting agencies. Day to day oversight of infrastructure use by the public, leagues, organizations and for special events. Responsible for special event walk throughs and the effective and safe use of parks during events. Attends infrastructure improvement related meetings with other departments, volunteer organizations, designers and contractors. Assures that infrastructure projects are completed within budget, to specification and according to the timeline. Assigns permits for use of fields and parks. Visits the sites to provide department support and ensure proper use of permitted spaces. Some nights and weekends required.

High school degree or GED equivalent. Knowledge of basic construction techniques especially landscape construction and

maintenance, ability to read plans and specifications, ability to work with the general public and youth. Knowledge of Windows Office suite. Possession of a valid Massachusetts driver's license and good driving record. Knowledge of green infrastructure and plant material desired but not required. Any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

### **Cashier – Christmas Tree Shops and That! (Dartmouth)**

*Part-time, Temporary*

Christmas Tree Shops is growing and so is our need for more talented associates. We offer a distinctive, fast paced, and dynamic retail environment where you can truly make a difference AND have a very real opportunity to grow your career! If you are looking for a retail growth company that values both its people and its customers, has a winning track record, and an even brighter future, your search is over – you have discovered Christmas Tree Shops!

Specifically we are seeking the following Temporary Part Time positions in the North Dartmouth, MA store:

#### **Cashiers**

As a Cashier you will work in a in a high paced environment and you must maintain a calm, professional demeanor while performing your duties in an accurate manner. The Cashier is expected to deliver exceptional customer service and meet sales and productivity goals.

#### **Key Responsibilities:**

- Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for support
- Process customer transactions through the register and customer service desk
- Collect and processes payment from customer and enters into register system (includes applying coupons, providing change and receipts)
- Package customer purchases for removal from the store (includes wrapping, bagging)
- Ensure all items intended for purchase are identified and properly scanned
- Execute activities related to store initiatives to offer customers additional products and services (e.g., special sale items, credit card applications)
- Return misplaced product, customer returns, and other product gathered in the front-end to the correct location in the store
- Perform additional duties as required including, but not limited to, stocking, freight processing, price changes and cart retrieval

#### **Education/Experience/Qualifications:**

- High School diploma or equivalent desired
- 0-1 years of retail experience desired
- Effective communication and customer service skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

You can apply online or you can also text “jobs” to 47283

Interested in applying? See full details and how to apply here

#### **Administrative Assistant – F&B Rubberized, INC**

*Part-time, Internship*

#### **Responsibilities will include but not limited to:**

- Answer Phones

- Make Flyers
- Pick up certain items to maintain warehouse (welding material, gloves, etc.)
- File Paperwork

**Additional Compensation:**

- Commission

**This Job Is:**

- A job for which all ages, including older job seekers, are encouraged to apply

Interested in applying? See full details and how to apply [here](#)

**EEC Certified Teacher – Kids Ink (Dartmouth)**

*12 – \$13 an hour – Part-time*

The Teacher is responsible for creating a warm, welcoming and inviting educational environment for children and families. They are responsible for curriculum implementation at the direction of the Master Teacher and must be able to meet all EEC standards.

**Experience:**

- Relevant: 1 year (Preferred)
- Childcare: 1 year (Preferred)

**Education:**

- High school or equivalent (Preferred)

**License:**

- Teaching Certificate (Required)

**Benefits:**

- Paid time off
- Flexible schedule
- Professional development assistance

**This Company Describes Its Culture as:**



- Team-oriented – cooperative and collaborative
- Detail-oriented – quality and precision-focused
- Stable – traditional, stable, strong processes

Interested in applying? See full details and how to apply [here](#)

### **Servers – Country Club of New Bedford**

*Part-time. Full-Time*

Country Club of New Bedford is seeking to fill server positions. Candidates are required to have a professional demeanor, work well at a fast-pace, and work well as part of a team. A positive attitude and friendly composure are a must!

Servers are utilized in daily dining operations as well as functions and golf tournaments. Schedule flexibility is necessary, as business and weather dictate our staffing needs.

The dining room is open to members for lunch and dinner operations. The Club hosts several events each month for our members, as well. Bridal & baby showers, business meetings, bereavement gatherings, and milestone celebrations are frequently held in our Clubhouse. CCNB also hosts several golf tournaments in which the Food & Beverage team is part of.

Previous full-service restaurant experience is required. Previous fine dining experience is a plus, but not required.

Please respond to this ad with resume.

#### **Experience:**

- Server: 1 year (Required)

Interested in applying? See full details and how to apply [here](#)

### **Warehouse Worker – Plumbers' Supply Co.**

*Full-Time*

Warehouse – Plumbing, Heating & HVAC distributor located in

New Bedford, MA seeks a motivated individual to be part of warehouse staff at our brand new distribution center in the New Bedford Industrial Park. Heavy Lifting and valid driver's license required. Duties include unloading trucks, picking customer orders, packaging products for shipment, picking orders and general warehouse tasks

Full benefits package and 401(K) Plan offered. Driver's records are reviewed and drug tests are performed.

Interested in applying? See full details and how to apply [here](#)

### **Account Clerk – City of New Bedford Auditor's Office**

**PAY: \$15.46 – \$20.92**

Performs a variety of general office functions including data entry, record keeping, filing, proofreading, and forms and report generation. Performs a variety of general bookkeeping functions including departmental invoice processing, purchase orders and cash receipts. Performs accounts payable duties including sorting, match/assemble, reviewing all invoices for appropriate documentation and approval prior to payment. Enters, updates, scans and processes invoices/check requests for payment. Audits and reconciles vendor statements. Researches and corrects discrepancies. Prepares analysis of accounts, researches and resolves invoice discrepancies and issues and unpaid invoices. Sorts and distributes incoming/outgoing mail. Answers telephone, assists vendors and other City employees and performs similar duties. Provides supporting documentation for audits and assists with other projects as needed. Attends meetings, trainings, workshops, conferences and classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

High school diploma and knowledge equivalent to specialized course work in general office practices such as accounts payable, general accounting, data processing, and two years of

increasingly responsible related experience; or any equivalent combination of education and experience. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **Compliance Officer (Community Relations Specialist) – City of New Bedford**

**PAY: \$51,693 – \$64,622**

Develops and implements a comprehensive communications plan that includes short- and long-term strategies for building community awareness about and support for the Department.

Informs the PIO, Office of the Chief of Police and Municipal leaders in relevant and important media inquiries, and keeps all parties updated on upcoming and ongoing news stories. Identifies and pitches news story to the PIO ideas through a range of proactive media strategies. Assists the PIO in leading communication during crisis situations and unanticipated incidents, including timely dissemination of information to the media, families, staff and the community.

Coordinates writing, editing, design, production and distribution of clear, concise, “community-friendly” print and digital materials (e.g., letters, brochures, social media outlets, articles, videos, fact sheets, fliers) to communicate the Department’s goals and priorities to various partner organizations, community leaders and residents.

Collaborates with technology staff to write and update content on the district’s external website, social media tools and other on-line resources to ensure accuracy and consistency of

information.

Bachelor's degree in, or knowledge equivalent to, Journalism, Communications, Marketing, or related field. Successful candidate should have three years' experience in the public relations/communications/marketing field at varied levels and with increasing responsibility; or three years' experience in print and/or electronic journalism. Or any equivalent combination of education and related experience.

For more information, please visit:

*Employment Opportunities*

Applications will be accepted until a suitable candidate is found. EEO

New Bedford has a residency requirement.

**Sr. Clerk Typist position – City of New Bedford Fire Department**

**PAY:** \$15.46hr – \$20.92hr

Compiles data and operates computer in performance of routine clerical duties to maintain business records and reports. Compiles reports, business correspondence, multiple application and permit forms. Files records and reports, posts information to records, sorts and distributes mail, answers telephone and performs similar duties. Shall compute amounts of fees collected, using adding or calculating machine, examines documents for accuracy, maintains files, assists public and other departments with inquiries.

Performs all clerical duties, makes calculations for processing invoices and payments; schedules meetings, inspections and conferences, and notifies participants;

prepares supply requisitions; maintains and retrieves files and records; answers telephones and takes messages; prepares and mails outgoing correspondence or parcels; processes, receives, files, forwards and/or distributes correspondence, forms, and reports; answers inquiries and provides routine information on agency services; fills out forms; retrieves records from electronic databases; operates standard office machines and equipment; may take and transcribe dictation; and performs related work as required.

Graduation from high school or GED equivalent; two years of experience with general office procedures such as typing, filing, data processing; or any equivalent combination of education and experience. Must be proficient in all aspects of Microsoft Office, and able to multi-task in a fastpaced office environment and handle frequent interruptions.

Applications will be accepted until a suitable candidate is found. EEO

**New Bedford has a residency requirement.**

For more information, please visit:

*Employment Opportunities*

**Data Entry Clerk for the Assessors Office – City of New Bedford**

**PAY: \$15.46 – \$20.92**

Provides a variety of routine and accurate data entry updates to the department's database to assist in producing fair, accurate assessments and other data reports as needed. Monitor and operate computers, process and input data to update database according to operating instructions. May, from time to time, be required to operate other computers to provide

support within the department according to written or oral instructions. Transfer data from property record cards or other forms to the systems database and generate reports as necessary. Participate in technical projects, changes in programs, routines and quality control standards. Prepare reports for clerical and/or field review. Assist in developing operating methods to process data more efficiently, assist with services to the general public, office staff and City employees. Provide clerical support to the department as needed or required.

High school diploma or GED equivalent. Duties require working knowledge of MS Excel, MS Word, Access and a general knowledge of office administration and procedures. Having the equivalence of two or more years experience in assessing or mass appraisal environment is highly favorable. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

### **After School Program Monitor & After School Program Supervisor positions – City of New Bedford**

#### **CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM MONITOR**

**PAY:** \$12 – \$14.50/hr

Assists the Department of Parks, Recreation & Beaches in maintaining and supervising various programs for children. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Must have a

Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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#### CITY OF NEW BEDFORD AFTER SCHOOL PROGRAM SUPERVISOR

**PAY:** \$15.00hr – \$16.00hr

Ensures a safe, productive and caring environment for children and staff. Develops programming for children in the program with the PRB staff. Serves as a mentor and academic support supervisor for a group of children. Provides daily academic support to group of children. Supervises daily activities such as physical fitness, arts and crafts, and more. Responsible for providing a safe place for kids to learn and have fun. Maintains records as required such as attendance and snack counts. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO.

#### **Data Entry Clerk – City of New Bedford**

**PAY:** \$15.46hr – \$20.92hr

Works as a liaison for the Task Force with other City departments, State agencies and constituents. Handles a large volume of phone calls, emails and written correspondence. Identifies specific issues in complaints, coordinates response efforts with the proper departments and keeps interested

persons informed of actions taken.

Works on compliance issues with Task Force inspectors. Keeps track of properties that inspectors have issued orders of corrections on, compiles before and after photographs on these properties, and assists with the issuance of violation tickets. Visits properties several times a week. Retrieves docket sheet from New Bedford Housing Court on a weekly basis and assists in preparing for and appearing at court hearings. Assists in 40U ticket hearings at New Bedford City Hall up to three evenings a month. Preps for and assists at ticket hearings.

High school graduate or GED equivalent. Possession of a valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov). Applications will be accepted until a suitable candidate is found. New Bedford has a residency requirement. EEO

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Have a job to add to the Hot Jobs List? Contact [leo@newbedfordguide.com](mailto:leo@newbedfordguide.com).