

# CHAPTER

# 1

## Great Part-Time Jobs



A part-time job is just that, a few hours a day, a couple of days a week, a month, or even a stint of several months. The jobs I've listed in this chapter tend to be available year-round and most can be ramped up to full-time positions, depending on your financial needs. The key to landing a full-time job is often getting your foot in the door.

But if the possibilities listed here aren't quite what you're after, keep reading. In the chapters that follow, you might find a job that you can negotiate for part-time duties. In today's job market, anything is negotiable. So don't be afraid to ask.

The reality is that after stepping away from a full-time job, many people still find that not only does work provide a much-needed paycheck and an ability to continue to save, but it gives them a crucial identity. So if you can afford to go part time, you can find a job that gives you satisfaction while you enjoy a more flexible schedule and have time for other things that make a difference to you and bring joy.

Consider Sue Walbert, who retired in her early 60s from her position as head librarian at Fauquier High School in Warrenton, Virginia, but wasn't ready to quit working altogether. "I was okay with the idea of retiring, but I didn't want to not work at all," she says. "And I definitely wanted to keep my earnings going."

Her initial solution: a part-time job at the school library. Walbert arranged to clock in two days a week through a job-sharing arrangement with a colleague who also wanted to cut back on hours. The sweetener: her preretirement hourly wage and pay for sick and personal days.

Then she picked up work as a part-time bookkeeper, helping out with monthly billing for a local horse boarding and training business. “I’ve always been good with numbers, so I enjoy it,” she says. Finally, she added to her repertoire tutoring for homebound kids who cannot go to school for some reason (usually an illness or injury), and picked up work administering SAT and ACT tests.

After John Kerr retired from a long career in public broadcasting at age 65, he went on to scratch “his latent itch in conservation,” he says. “I found an amazing encore job as a seasonal park ranger in Yellowstone National Park—something I have done for the past 12 summers. It is an absolute ball. I feel useful, I learn new things, I work with amazing people, I help steward America’s First National Park. It complements and adds to everything I have done before, and I get paid for doing it.”

Kerr is paid at the government’s GS/05 level, as is the norm for “Seasonal General Rangers” in Yellowstone, which is currently \$15.52 an hour. During the season, which runs May through September, he works a 40-hour week, plus overtime and small extra pay for special days and duties. All told, Kerr makes roughly \$13,000 per season. There are no fringe benefits. He pays his own travel to and from the park from his home in New England, and he rents his own cabin just outside the park’s Northeast Entrance. He could opt to stay in the park’s shared housing, at a favorable rate, but he prefers to have his own place.

“This place continues to be magical, inspiring, and absolutely beautiful, as well as vast and completely awesome,” he says.

These two people have each found a unique way to make money without the full-time constraints holding them back from savoring their new stage of life. If you’re like me, their stories have sparked some ideas of ways you can start planning what you might like to do, too.

### Resources at Your Fingertips

AARP has a wealth of resources to help get you thinking about what you might be interested in and where to find work you will love.

I recommend beginning your research at [aarp.org/work](http://aarp.org/work), a hearty cache of information about full- and part-time work. AARP also has a job board at [AARP.org/jobs](http://AARP.org/jobs), and AARP Foundation's Back to Work 50+ ([aarp.org/aarp-foundation/our-work/income/back-to-work-50-plus/](http://aarp.org/aarp-foundation/our-work/income/back-to-work-50-plus/)) connects workers 50+ with the information, training, and support they need to get back into the workforce.

Many of us have the good fortune to be living more years and in generally better health. That gives us more choices for how we want to spend those years, including working as long as we want to, where we want to, and the way we want to.

These are a few additional websites that can also help you find part-time work year-round.

**FlexJobs.com** lists jobs in more than 50 categories, from business consultant and translator to project manager and small nonprofit executive director, with a range of scheduling arrangements. To get the full listings, the basic fee is \$14.95 for a month.

**RatRaceRebellion.com**, specializing in work-at-home part-time jobs, scrutinizes its postings to ensure legitimacy and delivers them in a free e-newsletter. You'll find a variety of positions, from customer service representatives to freelance writers. Many pay under \$20 an hour, but you can find some higher-paying ones.

**TempAndPartTimeJobs** ([careers.tempandparttimejobs.com](http://careers.tempandparttimejobs.com)) is good source for temporary and part-time jobs for retirees and boomers. This is a board run by the same people who now own and operate the site Retired Brains.com.

**Upwork.com** and **Guru.com** list freelance opportunities in fields such as Web development, graphic design, and business consulting.

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Now let's pull out some of these great part-time jobs for you to consider. Pay estimates vary based on such factors as experience and where you live.

## Accountant/Financial Manager

**The nitty-gritty:** Duties include preparing financial reports, processing payroll checks, invoicing, and tracking down delinquent accounts. Some firms will ask you to monitor checking and savings accounts and track credit card bills, too. If you have the qualifications, you may be in charge of helping to prepare annual tax returns. Many of these positions are virtual, but some are on-site as well. Employers run the gamut, from start-ups and small businesses to churches and local nonprofits.

**Pay range:** The U.S. Bureau of Labor Statistics (BLS) reports that the hourly wage for accountants and auditors is between \$19.90 and \$57.18 and above, depending primarily on experience and industry.

**Qualifications:** A degree in accounting or business is helpful, but not required. The most common certification is certified public accountant (CPA). The American Institute of Certified Public Accountants administers the exam. CPAs are licensed to offer a range of accounting services, including tax preparation. Other skills to have in your kit: knowledge of financial and accounting computer software such as QuickBooks. Familiarity with Word and Excel is expected.

## Adult Education Teacher

See Chapter 6, page 126.

## Alumni Event Planner

**The nitty-gritty:** Multitasking can take on a whole new meaning in this position. Colleges constantly stage get-togethers. This is detail-oriented work that requires lots of behind-the-scenes labor leading up to a major event, such as a class reunion or campus academic conference. So there's plenty of work organizing these events. It's a job that requires lots of behind-the-scenes logistical work. You could be scheduling speakers, drafting a program agenda, registering guests, coordinating transportation, and setting up audio-visual equipment. You might handle contract negotiations

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to book off-campus venues and hire outside parties such as photographers, musicians, or florists. Now and then you might take the show on the road to alums in their hometowns.

The hours can really pile up as the big day approaches and during the event itself, which is often on a weekend or evening.

**Payrange:** \$11.61 to \$35.08 per hour, according to PayScale.com.

**Qualifications:** It helps if you're an alum. A bit of gray hair can be an asset too. Alums who go for the menu of offerings (reunions, lectures, workshops, etc.) tend to have graduated some years ago rather than recently, so you may be age-appropriate. Strong communications and computer skills, especially in word processing and database managing, are nonnegotiable. Ease with computers, including social media such as Facebook and LinkedIn, and a knack for managing a budget. Experience in hospitality, catering, or public relations will help. Some colleges offer continuing education courses in event planning; the Events Industry Council offers the Certified Meeting Professional (CMP) credential, a certification for meeting and convention planners.

## AmeriCorps VISTA Summer Associate

**The nitty-gritty:** This position gets you involved with the needs of your community. You'll engage in projects such as tutoring at-risk children or managing a volunteer network.

The VISTA summer associates program in Indiana, for example, matches you for work with nonprofit organizations, including Big Brothers Big Sisters, Mother Hubbard's Cupboard, and United Way. The summer associates project in Florida operates summer camps for at-risk kids in kindergarten through eighth grade.

**Pay range:** VISTA summer associates receive a biweekly living allowance cumulatively totaling about \$2,200 and varying by location. At the completion of service, you may elect to receive either a \$1,230.69 education award or a cash stipend.

**Qualifications:** There is no maximum age. Skills in communications, community organization, leadership, and teamwork

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are valued. All applicants must be U.S. citizens or legal permanent resident aliens. Expect a background check.

**Job hunting tips:** Go to [my.americorps.gov](http://my.americorps.gov) to search for AmeriCorps VISTA opportunities. Under Service Terms, check the Summer box. You can also find postings on [Indeed.com](http://Indeed.com). To learn more, go to [nationalservice.gov/programs/amicorps/join-amicorps](http://nationalservice.gov/programs/americorps/join-amicorps).

## Amusement Parks

**The nitty-gritty:** Amusement and theme parks are for the kid in all of us. There's an array of positions—from ride operators and ticket takers to waiters and souvenir T-shirt vendors. There are also openings in security patrol, custodial work, repair, and grounds upkeep. If you have a flair for show-biz, you might even score a role as a dancer or storyteller. Drawbacks: The summer heat in some locations and hours on your feet.

**Pay range:** \$8 to \$15 an hour. Employees typically can get free tickets for friends and family. There may be discounts on food and beverages, merchandise, and hotel stays.

**Qualifications:** Hiring managers seek experience in the jobs being sought. That said, your upbeat personality will be a vote in your favor. Plan for background checks and drug tests.

**Job hunting tips:** Look for job fairs sponsored by the theme parks in your region and visit their websites. For example, Kings Dominion in Doswell, Virginia, has a list of openings such as first-aid helper, games attendant, and theater usher. You can also search websites such as [CoolWorks](http://CoolWorks.com) and [JobMonkey](http://JobMonkey.com).

## Athletic Coach/Umpire/Referee

**The nitty-gritty:** Check into coach, referee, umpire, or scorekeeper posts, in high school programs, various youth and amateur leagues, parks departments, recreational and church leagues, and soccer clubs. Expect plenty of time standing, and for outdoor sports, prepare for the elements. Travel is

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usually part of the job, but it's probably a scoot across town. If you're blowing a whistle, you better brace yourself for the possibility of verbal strip-downs (parental ire).

The hours fluctuate widely by sport and organization. Coaches can figure three hours or so for late afternoons, five days a week, plus weekend days in season. Umpires, referees, and scorekeepers usually work two to three hours per game. Figure on once a week for two or three games in an afternoon or evening.

**Pay range:** High school coaching salaries vary widely by sport and geography and size of the student body. These positions may be for the season or the school year. You might search Salarygenius.com for average annual salaries in your town. Umpires and referees generally can make \$30 to \$70 per game.

**Qualifications:** You need to be good with children, possess moderate physical fitness, and have an overall knowledge of the game. Specific education, training, and licensing requirements for coaches and officials vary greatly by the level and type of sport. Some entry-level positions for coaches require only experience gleaned as a participant in the sport. Umpires and referees usually are required to attend a training course and pass a test. You can gain experience by volunteering for intramural, community, and recreational league competitions.

If you have a hankering to umpire, check out your local umpire association. For American Legion high school games, contact your local division and attend a certifying clinic. There are one-day refresher classes and full courses with several sessions, plus an American Legion exam. Some leagues require that certification be renewed periodically. You may need to pass a background check and applicable drug tests. Ask your local high schools, parks departments, recreational and church leagues, and soccer clubs if they offer a club-certified referee or umpire class. For soccer, you might need FIFA certification.

For additional resources, contact the National Association of Sports Officials (nasos.org).

## Athletic Event Ticket Services

**The nitty-gritty:** Team spirit counts. If you live near a college or university, these openings tend to pop up during fall and spring semesters. You don't have to dress up as the mascot, but you'll be the one juggling urgent ticket requests from well-heeled donors, eager alumni, university staffers needing a last-minute favor, students, and die-hard fans. The work may be by phone, internet, regular mail, or in-person at a customer service window. The key is a knack for solving the customer's troubles fast. You must also be up to speed on rules—national ones or your own university's. You might supervise interns and student workers. Be sure to clear your weekend social schedule for home games.

**Pay range:** \$10 to \$20 per hour.

**Qualifications:** A background in customer service, administration, and clerical duties; strong oral and written communication skills; basic computer skills.

## Ballparks

**The nitty-gritty:** If you're a baseball fan, working at the stadium can be a dream. You may get free tickets to games when you're not on duty and free team-logo shirts. Major League Baseball teams and their vendors around the country hire ballpark tour guides, box office attendants, cashiers, groundskeepers, ushers, and ticket takers. There are openings, too, for suite attendants, in-seat servers, and concession stand workers. Some positions require standing for long stretches and enduring the unpredictable elements that Mother Nature tosses out.

**Pay range:** Generally from \$8 to \$11.50 an hour. Food and beer vendors who work the stands might pull in a minimum of \$8 an hour, with tips and commissions possibly taking it to \$25.

**Qualifications:** Training is usually provided. But remember that even though this is a sporting event, it's also entertainment. So hiring managers look for people who are personable, enthusiastic, and at ease kibitzing with fans. Background checks may be performed.



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**Job hunting tips:** Tap into your hometown team's website for openings. Team-by-team contact information can be found at [baseballjobs.teamworkonline.com](http://baseballjobs.teamworkonline.com). Also, look for your city's team-sponsored job fairs, which typically are held early in the year. Minor league teams also hire for the summer and have job fairs. Check out [PBEO.com](http://PBEO.com), the official employment service of Minor League Baseball. Batter up!

## Bartending/Waiting Tables

**The nitty-gritty:** Smile though your feet are aching. Food and beverage service positions are in high demand particularly during the end-of-year holiday party season. From restaurants to local pubs to private parties, typically a wide variety of places are hiring for the holiday season.

Patience, a good memory, and organizational skills are part of the job. It goes without saying, of course, that an amiable persona, charm, and an uncanny ability to smooth ruffled feathers of disgruntled customers are expected. A certain level of physical fitness is required.

Expect flexible schedules. Nights, weekend, and lunch times can peak during the weeks before New Year's.

**Pay range:** Of the \$16.59 bartenders earn per hour on average, more than half comes from tips, according to PayScale.com. Waitstaff: \$8.08 to \$17.14 plus tips, according to the BLS.

**Qualifications:** A pleasant personality and an ability to banter with customers are essential. Math and memorization skills come in handy, too. Past experience is helpful, but other positions where you've worked with people even as a volunteer are worth noting. Personal and professional references are valuable calling cards.

If you're considering bartending, especially as a post-holiday part-time job, you might enroll in a bartender training school that offers two-week programs.

**Job hunting tips:** Before you apply for jobs as waitstaff or bartender, do your reconnaissance as a customer to see how the staff dresses and get a feel for the venue and menu.

## Blogger

See Chapter 2, page 70.

## Bookkeeper

**The nitty-gritty:** In small businesses, bookkeepers handle a full sweep of financial recordkeeping. You might take care of purchasing office supplies and processing payroll. Other duties can include establishing and maintaining inventory database systems, tracking accounts receivable and accounts payable, maintaining checking and savings accounts, producing financial reports, following up on delinquent accounts, and overseeing audits and reviews. According to the BLS, bookkeeping, accounting, and auditing clerk employment is expected to grow by 11 percent between 2012 and 2022.

The hours vary by business; they are frequently limited to one week mid-month and one at the end of the month for invoicing or bill-paying functions.

**Pay range:** Generally \$11.58 to \$24.76 per hour, according to PayScale.com, but \$50 or more is possible, depending on advanced training.

**Qualifications:** A degree in accounting is desirable; being a CPA is best. Relevant experience or formal training in accounting/auditing services is a plus. But experience with managing a broad range of financial matters for a company, nonprofit, or other organization can qualify you. This skill transfers seamlessly from one industry to another. Other key skills: data entry, and being detail oriented and adept with financial and related computer software.

**Job hunting tips:** Check out the American Institute of Professional Bookkeepers (<https://www.aipb.org/>) for job listings. The group also offers a bookkeeper certification, as does the National Association of Certified Public Bookkeepers ([nacpb.org](http://nacpb.org)). Community colleges and universities in your area are good places to look for continuing education offerings. New York University's School of Professional Studies, for example, offers a diploma in bookkeeping. A high school degree or a GED is required.

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Tuition for the two-semester course: \$2,200. Networking with local business groups, industry associations, or Rotary clubs for leads is probably your best approach.

### Bridge Tutor

**The nitty-gritty:** Teaching newcomers or those who haven't played in years how to play bridge can take some patience. Demand for teachers is on the rise, as bridge is in the midst of a revival. According to the American Contract Bridge League—the game's official governing body—25 million Americans over the age of 18 know how to play. And roughly 3 million players hit the card table at least once a week at a nearby club or online ([games.aarp.org/games/bridge/](http://games.aarp.org/games/bridge/)). Even those who have been playing for years often are looking to up their game and improve as well as get a tune-up on bridge etiquette. Your job is to make bridge enthusiasts not only enjoy the game, but also build their skills and turn them into smart, confident card players. The hours when you set your lesson schedule are up to you.

**Pay range:** Rates vary, but \$30 for a class is typical. At BridgeTeacher.com in Maryland, the instructor charges tuition for a course of six classes of \$175 paid at the door.

**Qualifications:** Contact a local bridge club to make acquaintances and offer your services to potential students. The American Contract Bridge League ([acbl.org](http://acbl.org)) offers accreditation programs. The program can be taken online. The site also has a searchable list of bridge clubs around the country to help find one near your winter escape. The American Bridge Teachers Association ([abthome.com](http://abthome.com)) and Betterbridge.com also offer resources.

### Call Center Tech Representative

See Chapter 5, page 118.

### Campground Worker

**The nitty-gritty:** If you're spending time on the road with your RV, this is a great way to earn money along the way.

At campgrounds, parks, marinas, and resorts, you may be able to take on flexible work in exchange for a free or discounted campsite, vehicle hookup, and perhaps a paycheck. Jobs run the gamut from guest check-in and rental management to handyman fix-its and retail sales.

**Pay range:** There are a variety of arrangements in this semi-barter prospect. Pay is typically \$7 to \$12 an hour, but compensation is usually a combo of such things as campsite access, wages, store discounts, and laundry allowance.

One option is an unusual Amazon program that recruits workers for seasonal peaks from nearby camping grounds. Amazon CamperForce pays up to \$11.50 an hour, with time and a half for overtime. Benefits include paid campsite fees and a completion bonus. Be aware that working in an Amazon “fulfillment” facility can be noisy, difficult work. Expect a lot of lifting and time on your feet.

**Qualifications:** Past experience in the type of work helps. Expect on-the-job training if necessary. Go to Workamper News ([workamper.com](http://workamper.com)) to track down jobs on its bulletin board. Many campgrounds post jobs on their own sites; have a look, too, at CoolWorks ([coolworks.com](http://coolworks.com)).

## Car Transporter

**The nitty-gritty:** If rolling down long open highways catches your fancy, then delivering vehicles up and down the East Coast can pay your way to a warm weather getaway of your own. Busiest months are December and May, but departures and returns are staggered. In peak-demand periods you can snap up deliveries in rapid succession. You’ll quickly get up to speed on shortcuts and construction detours, and maybe accrue frequent flier miles in the process. Long hours on the road can take a physical and mental toll, so stopping to stretch and rest is a must.

It’s possible to find seasonal driving jobs with a professional service, but drivers who want to work only in snowbird season may find it easier to drum up clients by word of mouth. Try posting flyers at senior centers, retirement communities, assisted-living facilities, libraries, pharmacies, and grocery stores. Build up a roster of repeat customers.

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**The hours:** Expect to drive eight hours a day, but this is negotiable. Most one-way trips, however, can be done in two to three days.

**Median pay range:** This fluctuates widely, but a base pay of \$200 a day, plus gas and tolls, is the ballpark.

**Qualifications:** A spotless driving record and impeccable character references. It helps if you know how to change a flat and have a working knowledge of car mechanics. You'll need a GPS and a cell phone to stay on course and connected to clients. Plus, be prepared to have some company on your way. Cars heading south tend to get crowded with precious cargo such as fragile personal belongings and even family pets.

## Caterer

**The nitty-gritty:** As a caterer, you're the power behind the scenes at events ranging from small birthday brunches to office holiday parties and blowout weddings and bar mitzvahs. You might be in charge of menu planning, food preparation, and setup. Time management skills will come in handy.

**Pay range:** Generally \$8.56 to \$17.66 per hour, but it can run up to \$20, plus tips, according to PayScale.com.

**Qualifications:** While food is the core of this job, you must also have a knack for event planning and keeping to a budget. You might bolster a loyal corps of clients by offering your service gratis, charging for the cost of food alone in exchange for a professional reference. If you haven't worked in a restaurant kitchen, consider moonlighting at one.

Community colleges typically offer cooking classes, and culinary arts schools can sharpen your food preparation skills. Consider hanging out a shingle as a personal chef.

The American Culinary Federation ([acfchefs.org](http://acfchefs.org)) certifies personal chefs, in addition to other types such as sous chefs or pastry chefs. Certification standards stress work experience and formal training. Minimum work experience for certification can range from six months to five years.

Certification, however, is not a requirement in the food industry. Keep in mind, though, if you're working as a caterer, you will most likely need a certificate in food safety and sanitation (depending on municipality/jurisdiction, but almost all in the United States have this requirement).

### Cruise Liners

**The nitty-gritty:** If you've got your sea legs and are up for a little adventure, a cruise line job can be swell. Some cruise ships hire married couples, so if you're escaping the cold with your partner, you both can set sail. Leading cruise lines, such as Carnival Cruise, Disney Cruise Line, Princess Cruises, and Royal Caribbean International Lines, hire across a full array of jobs, including hosts, cruise directors and staff, disc jockeys, performers, swimming and other instructors, and shore excursion staff. Also needed: pursers, photographers and videographers, wait staff, bartenders, cabin stewards, cooks, bakers, cleaners, gift-shop attendees, beauticians, medical staff, massage therapists, fitness instructors, and engine room technicians.

Tight quarters for accommodations can be a squeeze. If you're solo, you may share a small cabin and a bathroom. Plus, you will be afloat in all types of weather. If you suffer from severe seasickness, perhaps you can land one of the liner's land-lubber jobs. Long hours can be a drawback—12 or 14 hours a day, seven days a week, typically for a period of six months.

**Pay range:** Deckhands typically should hold a high school diploma or equivalent and may work in seasonal to full-time capacities, earning up to \$1,800 a month, depending on the cruise line. An activity coordinator may earn up to \$1,400 a month. Tipped personnel like bartenders and waitstaff can earn \$1,500 to \$4,000 per month (including the tips). You get free accommodation and food and book some great gratis travel to boot.

**Qualifications:** Experience in the hospitality industry is essential for many of these openings. If you have an expertise in a particular area, say, personal finance and investing or technology, or you are an author, journalist, or college professor, you might be able to land a gig as a paid lecturer.

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Most employees will be required to pass a course on work safety and first aid. The most important job qualification, however, is good language skills—you must speak English effortlessly, and if you're multilingual, even better. Your passport must be current.

**Job hunting tips:** When applying, it's best to target a specific job. Check out the cruise lines' website career sections for more details; apply directly to the cruise line by following the instructions on the website for the specific position being offered to avoid scams. Bon voyage.

### Dietician and Nutritionist

See Chapter 4, page 102.

### Eco-Landscaper

**The nitty-gritty:** Gardening is not for wimps. It's mostly outdoor work in all kinds of weather. From a purely physical perspective, it means bending, squatting, lifting, and pulling—unless you can hire a brawny assistant to handle those chores. The goal of building these types of “sustainable” gardens is generally to create landscaping that's cheaper to maintain over time, a lofty environmental goal. To do it right, you'll be able to make money-smart choices based on a deep understanding of native plants. Beauty is in the eye of the beholder, so you'll work closely with your clients to create a space that works best for them and the environment.

**Pay range:** \$12.30 to \$15+ an hour, according to PayScale.com; \$50 to \$90 an hour is possible, depending on experience. Most landscapers opt for a flat rate for an initial design, and then add hourly fees for execution and maintenance.

**Qualifications:** Understanding of horticulture, including a wide-ranging knowledge of plants and diseases. Drafting a design by hand is generally accepted, although some clients might want to see a computer design via CAD software. You might consider taking a Master Gardener class to boost your resume. The Ecological Landscaping Association holds an annual conference with workshops and educational sessions. The site provides links to seminars and events held around the country.

Many community colleges and universities offer certificates and degrees in sustainable landscape design. George Washington University's program, for instance, is offered on a series of weekends, and there is an annual landscape design career fair. Check out garden centers in your locale for classes and certificate programs. In Pittsburgh, for example, you can earn a certificate in sustainable horticulture at Phipps Conservatory and Botanical Gardens. The Association of Professional Landscape Designers offers certification to members who have at least four years of experience and submit three projects they have completed for review.

### Event Planner

**The nitty-gritty:** Must love putting on a party. You'll need the creative and organizational chops to coordinate logistics smoothly and professionally with a keen eye to all the devilish details. Event planners are the architects behind annual association gatherings, big birthday bashes, weddings, and fundraising events such as 10K charity races and silent auction black-tie dinners.

Employment of meeting, convention, and event planners is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations, according to the BLS. Job boards such as FlexJobs and CareerBuilder, for instance, currently list hundreds of openings in this category.

**Pay range:** Hourly pay ranges from \$11.31 to \$36.50, according to PayScale. Annual salary ranges from \$28,993 to \$73,488.

**Qualifications:** There's no must-have degree or certification for this position. Some universities and community colleges, however, offer degree and certificate programs in event management. George Washington University in Washington, D.C., for example, offers an event management certificate. You might also consider the Certified Meeting Professional credential ([conventionindustry.org](http://conventionindustry.org)).

If weddings are your thing, check out the websites of the American Association of Certified Wedding Planners ([aacwp.org](http://aacwp.org)) and the Association of Certified Professional Wedding Consultants ([acpwc.com](http://acpwc.com)).



## Fitness Trainer

See Chapter 8, page 154.

## Food Critic/Food Blogger

**The nitty-gritty:** You're a foodie and you're bursting with writing talent. Blend these to produce articles, blogs, and reviews that give diners the inside scoop on food quality, décor, and service at the hot restaurants, gourmet boutiques, and farmers' markets of your community. Keep in mind that if you're starting from scratch, you won't make a lot of cabbage, at least initially. There's lots of competition out there. But if you steadily build a following, you can generate income from ads on your page.

You can also make money by selling merchandise directly—from books to T-shirts. Sign up for Google AdSense ([google.com/adsense](http://google.com/adsense)), which allows Google to place ads on your website, determined by your blog content. You get paid a small fee each time someone clicks on an ad. With an Amazon Associates affiliate program ([affiliate-program.amazon.com](http://affiliate-program.amazon.com)), you can create an online store for Amazon products, and get paid an advertising fee when someone makes a purchase through your site's link. Chitika ([chitika.com](http://chitika.com)) is another income stream to consider.

**Pay range:** As a freelance food critic for a media company, you might command 50 cents to \$1 a word. An in-house food critic might make \$39.95 an hour according to [Salaryexpert.com](http://Salaryexpert.com), or a blogger \$17.95 an hour, according to [Indeed.com](http://Indeed.com).

**Qualifications:** Success stems from a savvy knowledge of the culinary arts and having something to say . . . with chutzpah. You'll need top-notch writing skills. Photography and computer skills are obligatory, and journalism experience is ideal.

## Food Stylist

**The nitty-gritty:** A picture is worth a thousand words when it comes to marketing food. As a food stylist, you'll work closely with chefs, food retailers, editors, restaurant owners, and photographers. Your job is to artfully pose food to

make it look delectable whether it's in a display case, on a plate, or in an ad or online posting. Can you say eye candy? While there are full-time positions, freelancing is the norm.

**Pay range:** Hourly rates vary, but an experienced freelance stylist can earn \$450 to \$850 per day.

**Qualifications:** It's best to have logged some time in a commercial kitchen. You must be au courant with food styling trends on websites, blogs, and magazines.

Consider classes at a culinary institute, and volunteer to work with an established stylist. A degree in photography or design will give you a leg up. Go to [CulinarySchools.org](http://CulinarySchools.org)'s roster of programs near you or online tutorials.

### Front Desk Clerk/Night Auditor

**The nitty-gritty:** Whether it's a boutique hotel or an RV park and campground, guests come and go at all hours of the night and day. The basic drill: Meet and greet with a smile. Check guests in and out, access their reservation in the computer system, run their credit card, assign rooms, hand over keys, and answer questions on hotel services. You'll even dole out directions. You'll be expected to answer telephones and schedule reservations.

But the underbelly is when something goes wrong. A reservation can't be found; there's a dispute over charges; the air conditioning in the room is on the fritz. That's when patience and a cool head prevail. Some employers combine these desk clerk duties with bookkeeping, so be clear about what you are ready to tackle. If you have a knack for numbers, you might have a bit more to offer doing double duty as a night auditor who can balance accounts and perform overnight bookkeeping chores.

**The hours:** Seasonal and part-time schedules of 20 to 30 hours a week, or four days a week, are common. Availability to work evenings, weekends, and holidays is usually required. Overnight generally means availability from 11 pm to 7 am.

**Pay range:** \$7.88 to \$13.68 an hour, according to PayScale. More is possible depending on advanced degrees, bonuses, and overtime.

## Great Part-Time Jobs

**Qualifications:** Hotel or retail experience is a plus, but on-the-job training is the norm. Each hotel or motel has its own reservation and billing systems. Most important, employers are always on the lookout for someone with a customer service sweet spot. A degree in accounting is desirable for night auditors; being a CPA is best. Relevant experience or formal training in accounting/auditing services is a plus. Your room is ready!

## Gift Wrapper

**The nitty-gritty:** When it comes to wrapping special gifts, you need the creativity to make a present alluring. Much of the pressure comes from having a customer standing in front of you while you try to cut, fold, and tie a bow with precision. Some things you can't rush, but you do need to move rather swiftly with nimble fingers and not too much wasted paper. These wrapping table positions are usually found at gift shops, department stores, or booths in shopping malls. In-store jobs track shopping hours. For distribution center jobs, night shifts apply.

**Pay range:** The range is typically \$8 to around \$13 an hour, according to Glassdoor.com.

**Qualifications:** The ability to fold and wrap paper so it's taut and neat around a package, plus a knack for deftly twisting ribbon in ways that the typical customer can't fathom. This skill is generally self-taught, but you may be given crash on-the-job training with a few test packages. Some community colleges offer classes that teach the art of gift wrapping.

**Job hunting tip:** Search online job boards for "gift wrapper associate" and stop by or contact the human resource department at nearby stores.

## Green Building Consultant

**The nitty-gritty:** If you're genuinely interested in building a postretirement or second act career with a green bent, it's worth the time and effort to head back to the classroom. In general, a background in architecture, engineering, and construction will provide a firm foundation. Older buildings in particular are getting serious facelifts. States,

## Great Jobs

counties, and cities are offering incentives targeted for green building projects. You probably need a grasp of (or the burning desire to learn) the technical aspects of building construction, say, the nature of leaky windows, the best ways to use natural lighting, energy-efficient heating and air-conditioning systems (HVAC), plus water-smart features such as low-pressure faucets and toilets.

**Pay range:** Hourly rates can run from \$35 to \$150+, according to Indeed.com.

**Qualifications:** The Leadership in Energy and Environmental Design (LEED) organization offers a certification program that leads to a credential as a green building specialist. That's your calling card to offer strategic advice on a wide range of building projects. The Green Building Certification Institute provides information, as does its parent organization, the U.S. Green Building Council (usgbc.org).

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### Job-Hunting Help: How to Find a Green Job

As many as 3.5 million “green” jobs will be created by 2028, forecasts the U.S. Conference of Mayors. If you have a passion for the environment, or are thinking of pursuing a full- or part-time job that is eco-friendly or environmentally focused, here are some tips from Joel Makower, executive editor of GreenBiz.com:

**Check out these job hunting sites:** GreenBiz.com, Greenjobs.net, Idealist.com, and SustainableBusiness.com all have information on green jobs.

**Search keywords.** Three words companies will list in online green job descriptions are “energy,” “efficiency,” and “waste.” Also search the words “environmental,” “green,” and “nonprofit” in the jobs section of the big online job boards.

**Network.** Join a discussion group for environment and green careers or green business on LinkedIn.

**Troll green conferences.** There's a cornucopia of green forums and conferences around the country that can be tracked down with a basic query to a search engine. GreenFestivals.org, for example, lists upcoming events around the country.

**Contact nonprofit environmental groups.** Ask whether local nature clubs or national and global advocacy organizations have any openings. Some may be volunteer or board positions, which can be a great way to get in the door for a paying job.

## Great Part-Time Jobs

Corporate jobs are harder to find, however. Groups like the National Association of Environmental Managers (naem.org) are a good resource. And then there's the growing world of "social enterprise," which can be nonprofit, for-profit, or a hybrid. The annual SoCap conference (socialcapitalmarkets.net) is a good way to get the lay of the land.

**Go back to school.** Check in at your local community college or university to see whether they have any environmental job fairs or lectures. Attend Earth Day events. You'll meet everyone from entrepreneurs and advocacy groups to local utility representatives and solar installers. Talking to them about job opportunities will give you great firsthand information.

**Stay put.** While the mayors' report indicates green job growth in large metropolitan areas like New York, Los Angeles, and Washington, D.C., cities like Pittsburgh and Boston also make the list. "There are as many jobs open in the middle of country as there are on the coast," Makower says. In Detroit, for instance, there's lots going on with the Great Lakes and clean water and revitalizing the manufacturing economy. Think start-up companies making wind turbines and electric vehicle batteries, and more.

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## Hairstylist

**The nitty-gritty:** Customers inevitably want a change: to look more professional, more youthful, or just want a "do" that fits their lifestyle. The job demands precision and fashion sense, listening skills, and sometimes barber-chair psychotherapy. The essence of the job is shampooing, cutting, coloring, and styling. The job can take a toll on you because you spend so much time on your feet, bending forward, and using your arms to wash and rinse your client's hair. Demand for hair coloring, hair straightening, and even adding hair extensions has ramped up in recent years, a trend that's expected to persist over the coming decade. If you work as an independent contractor—as about half of all stylists do—you'll need to keep detailed records for tax purposes. Juggling clients can be tricky, especially when someone calls with a last-minute request. The key is a gracious smile and an ability to make each customer feel special and, well, happy. Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 10 percent from 2014 to

2024, faster than the average for all occupations, according to the BLS.

**Pay range:** \$7.58 an hour to \$25.17 and up, plus tips. A typical cut and color can easily top \$120 per appointment. No one really charges by the hour, of course. A basic cut and shampoo can start at around \$19 at a Hair Cuttery in Culpeper, Virginia. Tips of 10 to 20 percent are standard. Everything changes if you run your own salon. A typical cut and color can easily top \$200 per appointment in a big city.

**Qualifications:** All states require hairdressers to be licensed. Qualifications for a license vary by state, but generally a person must have a high school diploma or GED and have graduated from a state-licensed barber or cosmetology school. Some states have reciprocity agreements that allow you to transfer a valid cosmetology license. State licensing board requirements and a list of licensed training schools for cosmetologists may be obtained from the Beauty Schools Directory. Word-of-mouth marketing makes or breaks your success as a hairdresser.

**Job hunting tip:** You might consider a niche clientele service. A friend of mine started her hair stylist business by serendipity. She regularly visited her octogenarian mom at the assisted care home in Pittsburgh where she was living. While there, she would shampoo and style her mother's hair, and cut it when necessary. She also would do her makeup for outings. Other residents started requesting her services and insisted on paying her a fee. After her mother passed away, she had a business card made, obtained her license, and launched her own mobile beauty shop. She has continued making visits twice a week to where her mother lived in her final years and is steadily building her business and adding other senior clients both aging in place at their homes and in assisted care, 50+ communities, and hospices.

## Handy Jack/Handy Jill

**The nitty-gritty:** If you tackle this as a self-employed, fix-it-up service, figure on a smorgasbord of odd jobs that range from tightening loose door handles to repairing

## Great Part-Time Jobs

running toilets. It can be a mix of woodworking, plumbing, electrical, and even painting projects. You'll find more structured opportunities with building owners who hire part-time workers to perform basic maintenance. This is one job, even on a part-time basis, that requires a certain level of fitness and stamina. You'll also want to be on a first-name basis with the manager of your local hardware store!

If it's your own business, you can call the shots, even working weekends-only. Part-time schedules for building maintenance will depend on the owners' needs. Some employers might prefer to have you on call for emergencies, while others might like to have you on-site and available to residents during specific hours.

**Pay range:** \$12.07 to \$43.80 an hour, and sometimes more than \$50 for certain custom work.

**Qualifications:** Be competent in various aspects of home improvement, have your own tools, be self-motivated, and have good customer-service skills. Some states may require you to have a contractor's, electrician's, or plumber's certificate, depending on the project. And clients might require you to be licensed, bonded, and insured.

**Job hunting tips:** If you want to formalize your business, tap into the U.S. Small Business Administration ([sba.gov](http://sba.gov)) under licenses for help on how to get started.

## Holiday Decorator

**The nitty-gritty:** Do you have a passion for decking the halls with boughs of holly—or blue and silver Chanukah streamers? This job calls for creative flair and a way with bows and bulbs. You'll be making and setting up holiday decorations and displays. You might need to tap into your electrical smarts, too. Sometimes a touch of brawn and a strong back is required if you're responsible for moving large poinsettias, picking up boxes of ornaments, setting up Christmas trees, or stringing lights outdoors. You might have to clamber up ladders to get to rooftops and high

## Great Jobs

trees if offering outside decorating services. Expect to get your hands dirty.

Demanding clients and last-minute flourishes can be a little nerve-racking. Jobs range from adorning large offices and retail shops to hotels, restaurants, and private homes.

The hours are potentially long and variable, but expect brief stints, November to early January. Some late-night and weekend work are required for installation and dismantling.

Keep in mind that there are actually many different types of holiday decorating, including New Year's, Valentine's Day, St. Patrick's Day, Easter, Fourth of July, and Halloween, to name a few.

**Pay range:** \$8 to \$20 per hour, but varies widely.

**Qualifications:** Past holiday decorating experience is a plus. Floral designer training helps. If you've got a knack for this type of work, a good attitude, and a willingness to learn, many florists and decorators will gladly train you as you go.

Many vocational schools and community colleges award certificates and degrees in floral design. You'll learn the basics of arranging flowers, including the different types of flowers, their color and texture, cutting and taping techniques, tying bows and ribbons, and proper handling and care of flowers. The American Institute of Floral Designers offers an accreditation examination.

**Job hunting tips:** Check with local florists and floral departments at grocery stores and event planning firms for openings.

If you're confident in your own decorating panache, you might opt to start your own business. You can land clients through word of mouth. Ask friends and family to help spread the word. For starters, decorate the homes or offices of a few friends or family members gratis or at a bargain price. You'll be able to build up a portfolio or website with display pictures to show potential clients.



### Six Steps to Landing a Holiday Job

'Tis the season to earn a little extra money on the side.

Getting hired part-time during the holiday season can be easier than finding work at other times of the year.

Opportunities exist for a variety of positions including gift wrappers, salespeople, shipping clerks, and call center reps. Try these six steps to find employment that's well suited to your skills and interests:

**Stop by for a face-to-face.** Many retailers offer online applications, but it's best to meet the manager in person.

**Offer future help.** If you think you might want to extend your hours after the holidays, or be willing to work during other hectic times of the year, tell the manager during the interview. It could sway the job your way, since employers are looking for ways to trim the cost of future hiring and training.

**Be flexible.** Holiday jobs mean adding and cutting hours at a drop of the hat, depending on the ebb and flow of demand during peak periods.

**Network.** Kick off your job search by checking with friends already working in places that typically add holiday workers.

**Go where they know you.** Check for openings at establishments where you are an existing customer.

**Don't wait for a help-wanted sign.** If there are shops or restaurants where you'd like to work, drop by during an off-peak time and meet the manager or assistant manager.

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### Human Resource Manager

**The nitty-gritty:** As a company hires more employees, tasks such as recruiting, benefits administration, payroll, and employee relations all become vital to building a top team. Someone who knows employment law and practices, as well as recruiting and employee-screening techniques, can save a business time and prevent potential personnel issues.

**Pay range:** A typical range is \$34 to \$57 per hour, according to Salary.com.

**Qualifications:** Many professional associations offer certification programs. Although certification is usually optional, some employers prefer or require it. Check out the Society for Human Resources Management for educational offerings.

### Librarian Assistant/Aide

See Chapter 6, page 129.

### Limo Driver

**The nitty-gritty:** Limo drivers can find work year-round, but their dance card fills up during prom and wedding season from April to June. Routine duties include keeping the car shipshape each day. You'll help passengers into the car, hold open doors, and provide umbrellas if it's raining. Loading and unloading heavy luggage can call for some strong muscles. Other drawbacks: Driving for long periods can take a mental toll, especially in crowded city streets. Then, too, remaining seated for several hours at a time isn't as easy as it sounds.

For weddings and proms, drivers are busy from April to June and usually book in three- to five-hour increments. Proms are evening and night shifts. Weddings vary from morning to night bookings. Other trips are often booked by the hour.

(If driving is your thing, you might look into driving for Uber or Lyft. More than half of Uber and Lyft drivers are 51 or over, according to a recent survey. Uber says 80% of its "partners" drive fewer than 35 hours a week in its 20 largest markets; more than half drive one to 15 hours each week.)

**Pay range:** Pay can range from \$7.82 to more than \$20.24 per hour, according to PayScale.com, though figures vary widely depending on experience, where you live, the number of hours worked, and customer tips.

**Qualifications:** Most limo companies provide on-the-job training. A good driving record is vital—no more than two moving violations in the past five years, and no reckless or drunk driving violations. If you're 70 or older, insurance

## Great Part-Time Jobs

restrictions might be a stumbling block. Patience, punctuality, and level-headedness are de rigueur. A basic understanding of auto mechanics can also be useful. To spruce up on your driving skills, check out at AARP's Driver Safety Program.

### Manicurist and Pedicurist

**The nitty-gritty:** These professionals typically work out of salons or spas, taking care of nails. About 3 in 10 are self-employed, the BLS reports, which means they run their own businesses. The job requires a high level of customer service and patience, as you are sitting in close quarters with clients and often chitchatting while you trim, buff, and polish. The job outlook is strong, with the BLS predicting a 10 percent rise in jobs between 2014 and 2024.

**Pay range:** The average pay in this industry is approximately \$10.98 per hour, according to PayScale.com. Hourly rates range from \$8.82 to \$24.09, not including tips.

**Qualifications:** Manicurists and pedicurists must go through state-approved programs and then pass a state exam to receive a license. (Connecticut, however, does not license manicurists.)

### Medical Assistant

See Chapter 4, page 104.

### Move Manager

See Chapter 8, page 157.

### Nursery Worker

**The nitty-gritty:** It's all about getting dirt under your nails, tending plants, and answering customers' gardening queries. More physically demanding tasks may require cutting and stacking sod, staking trees, packing plants to fill orders, and digging up or moving shrubs and trees.

**Pay range:** \$7 to \$10 per hour according to JobMonkey.com.

**Qualifications:** Training is on the job. It helps to know the difference between an annual and a perennial, or course, and what plants do best in the shade versus the sun. You might consider taking a Master Gardener class to boost your resume, or take classes in soil science or horticulture. You might also become a member of the American Nursery and Landscape Association.

### Office Manager

**The nitty-gritty:** This position is generally at the core of a company. It can easily morph into a full-time post if you're looking for one. You're often in charge of administrative tasks ranging from bookkeeper and office supply manager to salesperson. You could find yourself recruiting new employees, handling employment paperwork, scheduling vacations, and even running recycling programs.

**Pay range:** \$11.87 to \$24.18 per hour, according to Salary.com. For higher-level operations management, \$50+ per hour.

**Qualifications:** Nothing trumps prior experience in a similar high-paced job. A strong work background that demonstrates managerial chops and ease with juggling a variety of roles is what this position comes down to. The business owner wants to instantly feel that things are being turned over to a capable pro who can keep the trains running on time. The International Facility Management Association offers a competency-based professional certification program for administrative services managers that's worth exploring.

### Package Delivery

**The nitty-gritty:** You don't have to bear the responsibility of a full-time driver, but UPS and FedEx add thousands of part-time and temporary helpers and package handlers for their drivers during peak delivery period from Thanksgiving through New Year's. It can require lifting and moving boxes, plus a smile for the customer if they happen to open the door. Hours can range from full eight-hour shifts to part time, depending on where you live.

## Great Part-Time Jobs

**Pay range:** \$9 to more than \$14 an hour; tips and bonuses are possible. Data from Glassdoor shows that the average UPS driver earns \$27.46 an hour, but can range to \$35, while the typical FedEx delivery driver salary is \$16 an hour, with an upper level of around \$25 an hour.

**Qualifications:** You should be somewhat spry to handle the physical aspects of this job. At UPS and FedEx, there's typically a written test to gauge communication skills that may be called on when you come face-to-face with a customer. And some training is provided.

**Job hunting tips:** Check the big delivery company websites online for openings.

## Park Service Employee

**The nitty-gritty:** Each year the National Park Service as well as state and local parks hire temporary and seasonal employees. You might be in charge of basic tasks like collecting fees at the entry gate, answering visitor questions, and passing out maps and brochures. With a little homework, you might find yourself teaching brief educational programs about the park ecosystem from bear habitats to flora and fauna. Those of you with a fit physique might step it up with trail upkeep responsibilities or guiding tours.

Parks with lodges hire part-time employees to accept reservations, provide concierge-type information, check in guests, and perform other booking functions. Other responsibilities may include maintenance and office work, equipment rental, housekeeping assistance, food and merchandise sales, fee collection, and other general support services.

These types of positions are usually available at most parks and forests and wildlife management areas. There are also guest service and hospitality jobs at park stores and restaurants via Aramark, a national firm that provides facility and concession management under authorization of the National Park Service.

State parks, too, pump up rosters during the tourist months. State park jobs include collecting fees, issuing permits and passes, and directing traffic. Community parks also

## Great Jobs

need help with managing recreational activities such as softball, volleyball, craft programs, and summer day camps.

You might also find jobs at touristy gift shops and restaurants near the parks.

**Pay range:** National Parks: \$12.75 to \$31.78 an hour. You might opt to work as a National Park Service volunteer, too, where your only pay may be free housing or a pad for your RV.

**Qualifications:** Training is provided for most jobs. A knack for working smoothly with park visitors of all ages may be the most important criterion. A teaching resume or public speaking skills help. Expertise in a particular field—such as history, botany, or geology—can get you in the gate. If you're interested in pursuing a nature guide job, then flora and fauna identification skills are a must.

**Job hunting tips:** Keep in mind that if you actually work for the National Park Service and not one of the outside vendors, you will be applying for a federal government job. You may be subject to a security background check. The best way to find a job at a National Park is to go to each park's individual website, or USAJobs.com, and click on Employment Opportunities. For a state park opening, check with your state's division of parks and recreation.

## Personal and Home Healthcare Aide

See Chapter 4, page 110.

## Personal Assistant

**The nitty-gritty:** Name it and you might be asked to do it: organize bills, papers, and appointment calendars; accompany someone to doctor appointments; pay bills; handle laundry duties; run errands; cart around children; walk the dog; track and file medical bills and insurance payments; make meals; shop for groceries. The list of to-dos will depend on your client's needs. In essence, you're a one-stop shop. You might be hired by adult children who live out of the area to be their eyes and ears, and keep track of how their parents are doing. Your hours will be flexible and depend on your client's needs.

## Great Part-Time Jobs

**Pay range:** You can probably charge hourly fees that range from \$9.88 to \$24.73, according to PayScale.com.

**Qualifications:** There are no formal training courses or certifications for this business. You might need to be physically fit to handle some requests you'll get. People with Alzheimer's will need special attention, so some nursing or caregiving skills are useful. Emergency medical technician training might come in handy. If you'll be behind the wheel, you'll need a driver's license in good standing. All in all, the key is building trust and being patient, flexible, and reliable. You may be asked to be bonded for the client's protection if you will be providing services in someone's home. Many clients will request a background check and references.

**Job hunting tips:** Advertise your services in community newspapers, online neighborhood listservs, Craigslist, even bulletin boards in apartment buildings, retirement or adult community residences, grocery stores, and libraries.

## Pet Concierge

**The nitty-gritty:** Pet owners are heading off on vacation—and they need you. If it's a canine client, you'll do walking and maybe ball tossing, so fitness is a requirement. Some dog owners look for people to stay at their homes or take the pooch into their own homes. Cats and smaller charges usually require a daily visit for feeding and litter cleanup.

**Pay range:** The charge for a single visit to a pet ranges from \$10 to \$22. A daily half-hour walk typically runs \$20. Expertise with administering medications pays a bonus.

**Qualifications:** While there are no required certifications, a love of animals and experience with pets is essential. Still, if you're interested in getting certified, you can. The National Association of Professional Pet Sitters (NAPPS) offers an at-home certification course online. If you're going to turn this into a regular business, you may want personal liability insurance and possibly business insurance and bonding coverage, too. Associations such as the NAPPS, Pet

Sitters Associates, and Pet Sitters International offer access to plans.

**Job hunting tips:** Pitch yourself on your neighborhood list-serv or on TaskRabbit. Local pet shops may allow you to post a notice in their store. Play your cards right, and work may expand. For Ilene Wellner, dog walking services started by word of mouth, has grown in seven years into her own pet care business called Dog Gone Walking in Wynnewood, Pennsylvania, a Philadelphia suburb. She's got a team of 10 to 13 dog walkers overseeing 30 to 50 dogs a day. Her employees include chefs, musicians, writers, nurses, and plain old animal lovers and pet owners.

You can also consider signing up with a national franchise operator like Fetch! Pet Care. Or look for local pet-sitting services in your neighborhood newspaper.

## Pet Groomer

**The nitty-gritty:** Primping a pooch (or cat) runs the gamut from bathing to nail trimming and brushing, to cleaning ears and clipping coats. You've got to be detail-oriented and love the down and dirty work. It takes some stamina, too; the work can include kneeling, bending, and lifting. The result is worth it when you tie that bright bow on a collar and see the owners' smiles when their pal rushes out to greet them. You might work out of a kennel, pet shop, your own home, or even a mobile grooming van.

**Pay range:** \$8.86 to \$20.59 an hour, according to PayScale, but an experienced groomer might earn \$25 to \$30 an hour. Tips are an extra perk and will vary.

**Qualifications:** Although pet groomers typically learn by training under the direction of an established groomer, they can also attend one of 50 state-licensed grooming schools, according to the BLS's *Occupational Outlook Handbook*. The length of each program varies depending on the school and training offered. The National Dog Groomers Association of America offers certification as a groomer and can provide a list of state-licensed schools.



## Product Demonstrator

**The nitty-gritty:** Don't be shy. This is "meet and greet" show time. Talk to people with snappy banter and product know-how. You boldly step right up to a shopper and say with a friendly, earnest smile, "Would you like to try our apple cider?" You're not actually selling the elixir, but you're getting folks in the buying mood.

Demonstrators are typically standing or walking, and it can be fairly fast-paced. This is not a job for the couch potato. Think Energizer Bunny™. Prepare to pass out food samples or product coupons or brochures. Performances might be on tap if you're assigned to demo a blender or new software program, or you could be asked to try your hand at in-store cooking. You might face some grunt work—setup and cleanup, as well as bringing the goods to and from the stores. Extra bonus: tantalizing tidbits at your fingertips. During holiday crunch times, evenings and weekends are the norm.

**Pay range:** \$11.55 to \$19.91 per hour, according to Glassdoor.

**Qualifications:** On-the-job training to glean sales techniques is standard fare. Smooth public speaking and communication skills and an outgoing personality will serve you well. This is a performance in many ways, so you'll want to channel your inner entertainer. Humor and friendly chitchat attract customers.

Past jobs in retail, sales, or customer service make it easier, but any volunteering or public speaking experience is noteworthy on your resume.

**Job hunting tips:** If you know a shop, even a "big-box" store, that uses demonstrators near you, stop by and ask if the store does the hiring directly. If so, put in your application.

You might also ask an in-store demonstrator during a break how he or she got the job. Some companies pay a bonus for bringing in a new worker. If the store uses an outside agency, get the contact information. If you're interested in a specific product, go to the company website to check for openings and apply online. Kiosk operators in malls sometimes hire part-time product demo help. Pump it up.

### FlexJobs Identifies 10 High Paying Part-Time Professional Jobs

FlexJobs, an online service for professionals seeking telecommuting, flexible schedule, part-time, and freelance jobs, has identified 10 flexible high-paying professional-level jobs.

“Part-time work is sometimes associated with less professional, lower-paying jobs, but, as this list indicates, that isn’t necessarily true,” says Sara Sutton Fell, founder and CEO of FlexJobs.com. “The opportunities for high-paying part-time jobs span industries and positions, while still offering competitive salaries.

“The flexibility professional part-time jobs offer provides workers the opportunity to practice within their chosen profession and maintain their skills, without the time commitment of a full-time role and a massive disruption to their income.”

Each of the 10 jobs on this list is geographically varied and meets the following criteria:

- The job is a part-time position, requiring less than 40 hours per week
- The job is professional level, requiring advanced experience and education
- The job’s pays at least \$50 per hour, which, in a full-time role, would equate to at least \$104,000 annually

#### Director of Operations

**Pay Rate:** \$50 per hour for 12 to 20 hours per week

**Description:** Will create policies, implement procedures, and provide staff leadership. Business-focused BA/BS, 8+ years’ similar experience in an operational position a must.

#### Jazz Music Instructor

**Pay Rate:** \$51.05 to \$78.75 per hour

**Description:** Temporary opportunity with a part-time schedule. Will instruct courses in jazz music. Must have a master’s or bachelor’s degree in music, humanities, or a related area. Requires professional experience teaching jazz.

#### Curriculum Writer

**Pay Rate:** \$50 per hour

**Description:** Education professionals with experience in curriculum writing will find a variety of part-time, temporary positions to assist educational institutions and organizations with curriculum development, writing, and adaption. These jobs seek people who have excellent teamwork skills and who work well under deadlines.

## Great Part-Time Jobs

### Dentist

**Pay Rate:** \$65.65 to \$86.69 per hour (\$136,548 to \$180,324 annually)

**Description:** Part-time opportunity providing dental care services for correctional facilities. Requires current state licensure and proficiency in all aspects of general dental care.

### Clinical Pharmacist

**Pay Rate:** \$54.69 to \$71.58 per hour (\$91,000 to \$119,000 for 32 hours per week)

**Description:** Clinical pharmacists are needed for a part-time opportunity to provide clinical pharmacy services to patients. They address the needs of nursing personnel regarding drug disposition and usage. Bachelor's degree is required.

### Controller

**Pay Rate:** \$50 to \$60 per hour for 20 to 25 hours per week

**Description:** Part-time, telecommuting role with a flexible schedule. Real estate accounting, general accounting, real estate tax, and supervisory experience required. Must have QuickBooks knowledge.

### Software Engineer

**Pay Rate:** \$60 to \$73 per hour

**Description:** Develop and support application as well as back-end system. Debug systems and perform programming enhancements. Support SQL-based reporting. Write codes. Pays hourly. Five-month, short-term contract. Possibility for extension or conversion.

### Financial Consultant

**Pay Rate:** \$50 per hour

**Description:** Part-time, temporary assignment lasting six months. Will manage the month-end close process, review and oversee reconciliations and payroll, review financial statements, and manage and coach finance staff. Position may become permanent.

### Government Contracts Attorney

**Pay Rate:** \$50 per hour

**Description:** Needs eight years' experience in government contracting and a JD for this part-time, short-term, remote job. Advise the company on a range of matters such as contracts, disputes, compliance issues, and auditing.

### Mobile Developer

**Pay Rate:** \$65 to \$70 per hour

**Description:** Engage with a development and architecture team to design, code, and implement an iOS application that will be used in a customer-facing role. Must have 2+ years of experience and solid JavaScript skills. Six-month contract.

FlexJobs also identified the top 35 companies hiring part-time remote workers in 2016, as well as hot categories for flexible jobs that can pay over \$50,000. Firms hiring include Aetna, AT&T, Dell, IBM, Kaplan, Kelly Services, Robert Half International, and United Health Group.

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### Project-Based Consultant

**The nitty-gritty:** This requires top-level expertise and self-starter initiative. Most independent contractors parachute in to problem-solve or work on a specific project. You might work for an intense period, then take time out for several weeks or even months. Small and fast-growing companies looking for experienced employees who can tackle a range of duties are great sources of work. Drawbacks include slow payments at times, and projects that run longer than expected or don't begin on schedule. This line of work is best for those who aren't afraid to jump into the deep end and start swimming fast.

**Pay range:** \$32.67 to \$113.43 per hour, according to PayScale.com, but can exceed \$300 an hour depending on your industry and expertise.

**Qualifications:** Consultants with a track record in finance, management, healthcare, and information technology are sought after, but even more esoteric areas like art appraisal can fall under this job description.

**Job hunting tips:** The trick to landing a project is tapping fearlessly into your professional network. Past employers are a good first stop when you're looking for a consulting gig. Contact ex-colleagues and clients for help finding great opportunities. For leads, you might get involved with the local Rotary or a regional small business association.

### Recruiter

**The nitty-gritty:** This position is perfect for a “people person” with a deep network of industry contacts developed over decades. For instance, if your career has been in banking, health-care, or IT, you’ll have an understanding of what certain jobs demand and where to look initially for candidates. But be warned: These days, you must also be nimble, searching social media sites such as LinkedIn for potential candidates.

Lots of schmoozing—in person, by phone, and virtually via Skype and similar video apps—is an integral part of the recruiting process, so strong interviewing skills are a given, along with an enthusiastic, self-motivated work personality. Aside from possessing a flair for razzle-dazzle salesmanship, you’ll analytically examine resumes to pinpoint qualified candidates who meet job requirements, which requires an expert no-nonsense eye for detail. You’ll also need to rely on your instincts to decide if a job candidate has that intangible ingredient for which the employer is searching. Some travel may be required.

**Pay range:** Recruiters can earn an hourly wage of between \$12.10 and \$29.94, according to PayScale. That said, many recruiters are paid on commission and bonuses, based on a percentage of the annual salary for the job placed.

**Qualifications:** There are no specific degree or certification requirements. A bachelor’s degree in business administration, human resources, or a related field, or equivalent experience, can be a plus. It’s crucial, though, to be conversant in the field for which you’re recruiting. Even if you have no related professional experience, a background in customer service or sales can work in your favor.

### Repairperson

See Chapter 8, “Medical Equipment Maintenance and Repair,” page 156.

### Resort Worker

**The nitty-gritty:** Resorts from the Puget Sound to the Jersey Shore fill all shapes and sizes of jobs as they ramp up for the summer months. There are also opportunities in the winter

## Great Jobs

season at ski resorts or resorts in warm climates like Arizona or Florida. You might find work ranging from ranch hand to concierge, massage therapist to front desk agent, parking valet to room cleaner. Be mindful of the physical demands of some service jobs.

**Pay range:** Anywhere from \$7 to \$15, generally, plus tips or discounts and other perks.

**Qualifications:** Experience and licenses are requisite for particular jobs (such as yoga instructor or boat mechanic). But skills needed for entry-level positions (such as retail sales or slicing and packing pounds of fudge) can be picked up swiftly.

**Job hunting tip:** If at first you don't succeed, try, try again. These businesses typically have higher-than-average turnover, according to the outplacement firm Challenger, Gray & Christmas. An employer that did not hire you initially might need more workers a few weeks later. Search where others do not. Behind-the-scenes jobs often are not as sought after by teen job seekers. Offer to work evening shifts.

## Restaurant Greeter

**The nitty-gritty:** Meet, greet, and seat customers with a smile. Keep an eagle eye on the ebb and flow of the dining crowd as you nimbly make adjustments so everyone feels special. You're the first impression a visitor gets of the restaurant, so a positive vibe is key—even though you'll be on your feet for long stretches of time and the atmosphere can be chaotic.

**Pay range:** Generally \$7.33 to \$11.66 an hour, but varies widely by size and popularity of the venue, according to PayScale.com. Perks: free food and employee meal discounts.

**Qualifications:** Prior experience is not always required. What is required is a genuine gift for making people feel welcome and ready to spend. You'll need the cool to deal with those inevitable times when a table of guests lingers over coffee while hungry patrons wait impatiently for a place to sit down.

**Tip:** During the holiday season, or in popular snowbird towns or summer vacation getaways, there's often a swell in openings during the peak periods.

### Retail Sales Cashier

**The nitty-gritty:** Cha-ching. Smoothly staffing the cash register is one of the most important jobs in the store, especially during the holiday season. While there's a great vibe when people are in the gift-buying spirit, it's often repetitious work. You'll need a grasp of basic math, keen attention to detail, and stamina to be on your feet for hours. At some shops, you'll fold and box items, too, and you might handle returns and exchanges.

Basic duties include entering charges for all items minus the value of any coupons or discounts; and taking payment in cash, personal checks, and gift, credit, and debit cards. Requesting additional identification from the customer or calling in for an authorization is standard procedure. Scanners and computers make the job pretty perfunctory, but some registers require price and product data to be entered by hand. Depending on your shift, you might have to open or close registers, which can include counting the money and separating charge slips, coupons, and exchange vouchers.

Forgo fashionable shoes and pony up for comfy footwear. Practice saying, "Did you find everything you were looking for?" The hours are variable. Plan on working evenings and weekends.

**Pay range:** Pay can range from \$7.75 to more than \$12.47 an hour, according to PayScale.com.

**Qualifications:** Cashiers need little or no previous experience, although that helps. Training is generally on the go with a more seasoned co-worker. Department and chain stores might offer a short training course to get you up to speed on customer service, security, the store's policies and procedures, and cash register operation. Employers generally run a background or credit score check to make sure you're trustworthy to handle money. You should be at ease with financial transactions and basic computer commands. Remember—the customer is always right.

## Retail Salesperson

**The nitty-gritty:** It should come as no surprise that the heart of this job is having the customer at hello. You need to connect quickly with people in a warm manner. You're there to help them find what they're looking for, and that might mean a little sales razzle-dazzle, product demos, and know-how of certain model features. It's possible that you'll be asked to reel off financing options if it's a big-ticket item.

In addition, you'll need to be at ease at the cash register and when packing up purchases. Depending on your shift, you may have to open or close cash registers, which can include counting money and separating charge slips, coupons, and exchange vouchers. In addition, you may stock shelves, mark price tags, take inventory, and prepare displays. Since you'll be on your feet for long stretches, it makes sense to spring for a pair of comfortable shoes. During holiday crunch time, plan on working evenings and weekends.

**Pay range:** Pay can range from \$8.12 to more than \$14.54 an hour although bonus and commission pay is possible.

**Qualifications:** Previous sales experience helps, but it's not a deal breaker. Greenhorns can apply. Expect on-the-job training by a more experienced employee. This can be on the fly at this frenzied time of year. Don't be shy about asking questions. In department stores, training programs are more formal. Topics often include customer service, security, store policies and procedures, and cash register operation. Insider knowledge helps. If you're hawking computers, a sense of the technical distinctions between products is vital. People skills are de rigueur. Employers might run a background or credit score check on you to make sure you're trustworthy. Best arrows to have tucked in your quiver: patience and persuasion. Employers might run a background or credit score check on you to make sure you're trustworthy.

## Retail Worker

**The nitty-gritty:** This position differs from a retail salesperson since it is not focused primarily on demonstrating the features of a product. Big chains and boutiques add part-time



## Great Part-Time Jobs

workers during the holiday or high-vacation seasons. There can be a range of tasks from running checkout to stocking shelves. While there are a variety of retail positions that can be as basic as greeting customers and folding sweaters, most have a physical aspect to them. You need to be prepared for bending, stretching, lifting, and walking around without plopping down in a chair for long periods. Plus, customers can be demanding, so cool demeanors come in handy. The underlying incentive: discounted merchandise. Sweet sale-o-rama.

**Pay range:** Pay can range from \$7 to more than \$19 an hour, including commissions. Upscale shopping areas will usually pay top dollar.

**Qualifications:** Previous sales experience helps. If you're new to the game, on-the-job training is standard. Each store operator has its own way of selling and running things from security procedures to customer service peccadilloes, so even old hands have a learning curve. It helps if you have a passion or familiarity with the goods you are selling. Enthusiasm is infectious and opens wallets. Top-notch people skills are the underlying ingredient to making this a good fit for both you and the employer. One caveat: Expect a background or credit score check on you to make sure you're trustworthy.

## Retirement/Life Coach

**The nitty-gritty:** In the topsy-turvy job market of recent years with downsizings and early retirements, the uncertainty of what to do next can be overwhelming. This is where you can step in. Keen listening skills and a clear sense of how to encourage people to find their path is your job. You help clients identify what motivates and inspires them and gently show them ways to suss out how they want to contribute or find meaning in their lives. You might counsel on whether they should go back to school or start a business. This position can combine life coaching and job coaching. The work is a process and takes someone who is patient, intuitive, and good at coming up with creative solutions and action steps.

**Pay range:** \$50 to \$400 an hour.

**Qualifications:** Career and life coaching is a self-regulated industry and an emerging profession. Many coaches have been doing it for years without adding professional designations. If you have a corporate background in human resources, counseling, even teaching, this might be a natural next step for you. To learn more about certification, go to the nonprofit International Coach Federation (ICF). This is the only organization that awards a global credential, which is held by more than 4,800 coaches worldwide. ICF-credentialed coaches have met stringent educational requirements, received specific coach training, and achieved a designated number of experience hours. Some coaching courses are offered online, while others consist of a few workshops. More intensive programs run over the span of a few semesters and may combine online and classroom study.

To learn more about life coaching, consider reaching out to someone already doing that job to learn more about how they started their practice via the Life Planning Network ([lifeplanningnetwork.com](http://lifeplanningnetwork.com)), a national association of professionals from diverse disciplines who help those planning and transitioning to their next phase of life. You can search for a Life Planning Network consultant in your town on the site. You might check into programs such as the Coaches Training Institute, New Ventures West, or the Rockport Institute. Be sure to check your local colleges for course listings. Duquesne University and Georgetown University are two schools that offer coach training programs. Tuition ranges widely from \$1,000 to more than \$10,000. The tuition for the professional coaching course at New Ventures West, for example, is \$12,400.

## Sales Representative

**The nitty-gritty:** Marketing and sales are the heartbeat of a small business. But as the company expands, it's tricky. If the owner's time is spread too thin, he or she has trouble devoting enough time to continually pump up new business and follow up on leads. An energetic and skilled salesperson

## Great Part-Time Jobs

adept at cold-calling, networking for new clients, and keeping existing accounts happy can keep things rolling while the owner focuses on big-picture strategies. This can be grueling work if you're thin-skinned, especially when it comes to cold calling. So slip on your persuasive shoes and polish up your confidence and composure. It's meet-and-greet time.

**Pay range:** \$9.77 to \$20.90 per hour, according to PayScale.com. Most positions are structured with base pay plus commission.

**Qualifications:** Business owners look for candidates who know their market, have experience in their industry, and have established relationships and contacts. Experience with "customer relationship management" software such as Salesforce.com may help. According to the BLS, many people in this occupation have either the Certified Professional Manufacturers Representative (CPMR) certification or the Certified Sales Professional (CSP) certification, both offered by the Manufacturers' Representatives Education Research Foundation. Obtaining these credentials typically involves completing formal technical training and passing an exam.

## Second Home Property Manager/Concierge

**The nitty-gritty:** In general, you prepare homes for their owner's or guests' arrival and close them up when they leave. The duties may include grocery shopping to stock the pantry, checking on the condition of the home's interior, inspecting for pests, running water in faucets, checking that all the kitchen appliances are in working order, flushing toilets, testing smoke detectors and air conditioners, opening the pool, and checking the condition of screens. You set the house temperature and pool heater to the desired temperature just prior to the snowbirds' arrival. You can accept packages they send in advance. You might open the home for house cleaning services, pest control services, and maintenance workers. You also provide end-of-season house cleaning and shutdown. You might also offer your services for getting an accommodation ready for rentals, by getting the place prepared for the intake of

weekly guests and turning over the house for the following week's guests.

While you might seek out a seasonal job at an existing property management firm, this is a good one for entrepreneurial self-starters. You can extend your undertaking to provide a variety of maintenance chores from plumbing to electrical and painting projects throughout the months. You might offer your services as an errand runner or airport driver to ferry guests to and from the airport.

This is not a job for slackers. You'll need to be in reasonably good physical condition and adept at fixing things fast, or know whom to call who can. And don't forget the fresh flowers on the table—always a nice touch.

**The hours:** If it's your own business, you can call the shots, but it will depend on your client's needs. Part-time schedules for condo, townhouse, or retirement community maintenance vary. Some employers might prefer to have a handyman on call for emergencies, while others might like to have you on site and available to residents during specific hours.

**Median pay range:** \$10 to \$20 an hour, but can be \$60+, depending on your area.

**Qualifications:** Be knowledgeable in home repair, have your own tools, be self-motivated, and possess good customer-service skills. You will probably need to be bonded and have liability insurance. Laws vary by state. Some clients who don't know you personally may require a background check. Clients who vouch for your dependability are the keys to opening doors.

**Job hunting tips:** To build this business will take some selling on your part. Word-of-mouth will be your best means to drum up customers. This is a referral business, after all.

You might start with pitching your services to your neighbors in your winter haven, or market to northern connections who have second homes. Some real estate management firms, retirement communities, and timeshare communities hire part-time workers to take on this advance prep and handle routine maintenance during the winter months.

## Shipping Clerk

**The nitty-gritty:** Around the holiday season, the big package shippers such as UPS and FedEx need your helping hands, but the small boutique around the corner selling hand-dipped chocolate-covered candies might, too. This behind-the-counter position calls for skill at fitting the right box or envelope to the item being shipped. Other duties: Explaining the various shipping methods and rates to customers, knowing how to pack an item so it arrives intact, taking inventory, stocking shelves, weighing packages, entering computer data, applying proper insurance coverage, affixing labels, working a cash register, and arranging pick-ups and accepting deliveries.

Plan on spending a good bit of your time upright and on the move. You might have to lift boxes up to 55 pounds. Remember: Bend at the knees. Flexible and partial shifts during the rush season.

**Pay range:** Hourly wages range from \$9 to \$15 based on experience and employer, according to Glassdoor.

**Qualifications:** Computer literacy and retail experience staffing a cash register can come in handy. Background check is standard for most positions.

## Shuttle Bus Driver on Campus

**The nitty-gritty:** If you like to drive, climb aboard. During the busy fall and spring semesters, the demand for university transportation ramps up, and driving jobs are plentiful. You cruise the campus byways on university transit wheels. The routes are clearly set, and you keep to a regular schedule. You might occasionally have to give directions or help someone on or off the bus.

Heavy traffic is not usually a problem unless it's a city campus. Bad weather can make road conditions dicey. If you drive the night shift, your riders might get a little exuberant. You'll usually be the one in charge of checking the tires, lights, and oil.

**Pay range:** \$12.25 per hour on average, according to Indeed.com. Range: \$8.50 to \$20.06 per hour.

**Qualifications:** You must have a commercial drivers license (CDL) in good standing and undergo some short training that will include a driving course and practice of various maneuvers with a bus. The qualifications for getting a CDL vary by state, but normally include both knowledge and driving tests. Your vision and hearing will be checked, too. States have the right to withhold a license from someone who's had a CDL suspended by another state.

### Skin Care Specialist

**The nitty-gritty:** Maintaining healthy, glowing skin is not just a luxury treatment for the well-to-do. As aging boomers shell out for treatments, the employment of skin care specialists is expected to grow 12 percent from 2014 to 2024, according to the BLS, faster than the average for all occupations. "The desire among many women and a growing number of men to reduce the effects of aging will result in employment growth. Good job opportunities are expected," according to the BLS.

Department stores hire sales clerks to assist customers with skin care selections. Spas, health clubs, beauty salons, and even medical offices are also hiring. Skin care specialists and aestheticians recommend products and can perform procedures such as waxing and electrolysis or give pore-cleansing facials. Providing head and neck massages might be in your tool kit, too. Traditionally, this has been a female-centric job, but men shouldn't shy away from this growing field. It's no longer unmanly to go for a facial.

**Pay range:** \$11.89 to \$17.74 an hour, according to BLS.

**Qualifications:** Skin care specialists usually take a state-approved cosmetology program that can cost several thousand dollars, according to the nonprofit American Association of Cosmetology Schools. An aesthetics program focuses primarily on learning how to perform facials, waxing, and reflexology and makeup application is usually less expensive. Some schools offer scholarships and financial aid. After completing an approved cosmetology program, you'll need to take a written and practical exam to get a state license. Licensing requirements vary

by state. For details, contact your state board. You'll find jobs posted online, but seeking out local businesses is your best bet.

### Social Media Specialist

See Chapter 5, page 120.

### Spring Training Staff

**The nitty-gritty:** Spring training camps for Major League Baseball teams in Arizona and Florida have a range of possible positions: ushering, selling programs, fielding ticket inquiries, working concession booths, running cash registers in the team merchandise shop, and juggling other customer service duties. Teams may hire drivers to transport players and staff to and from the airport.

Some jobs require more expertise than others. Seasonal sales assistants take an active role in marketing and special promotions. IT analysts are called upon to make sure wireless networks and computers run smoothly for press and players. While duties might be mundane, the chance to work alongside a World Series ring bearer is anything but.

**The hours:** Vary by team and demands of the job.

**Pay range:** From \$7.50 to more than \$10 an hour.

**Qualifications:** Qualifications will depend on the post, but on-the-job training is standard in most cases. A valid driver's license and a fluency in Spanish might be necessary. Bestselling advantage: love of the game.

**Job hunting tips:** To learn more, go to Major League Baseball's website, click on the link to your favorite team's website, then click on Job Opportunities. You can also try contacting the training camp office directly.

### Tailor

**The nitty-gritty:** Sewing like a pro is a nifty mixture of sharp hand-eye coordination and artistic flair. The job boils down to dexterity and details. And, truth is, for many people, simply threading a needle is maddening. Old-fashioned sewing

## Great Jobs

has become a fading art even though the demand for someone who can perform the job with panache has been in steady demand. It requires a built-in precision to cut and measure fabric. Altering or repairing clothing and creating custom garments demands an inner focus and patience. Sewers may also tap their talent to make handcrafted items from quilts to placemats, napkins and table runners. You might find work in a dress shop, department store, or dry cleaner, but nearly half of all seamstresses and tailors are self-employed, according to the BLS. Reality check: Our hands and eyes are not as strong as they once were, so take a good physical inventory to be sure you are up to the task.

**Pay range:** \$9.44 to \$19.76 per hour, according to PayScale.com.

**Qualifications:** Informal, on-the-job-training is standard for those working in a shop or store setting. Sewing is a solitary task, but to keep the customers coming back with pants to be hemmed, dresses to be taken in, or buttons to be sewn back into place, you'll need to pull out those people-pleasing talents, too.

If you take to heart the age-old advice that it feels good when you make someone else feel better, you might want to consider one of these jobs. They offer flexible hours and can be on a full- or part-time basis.

## Tax Preparer

**The nitty-gritty:** To prepare annual income tax returns for individuals or small businesses, you typically will want to be an enrolled agent with the Internal Revenue Service. Your job is to help filers avoid penalties, interest, or additional taxes that could result from an examination by the IRS.

Expect to book plenty of hours between January and the April tax deadline, particularly if you sign up with a tax preparation firm.

**Pay range:** \$7.25 to \$36.55 per hour, according to Indeed.com.

**Qualifications:** A degree in accounting is helpful, but not required. Computer use is mandatory. You are required to use IRS e-file if you prepare 11 or more returns. Under new IRS rules, any individual who, for compensation,



## Great Part-Time Jobs

prepares or assists in the preparation of a tax return or claim for refund must have his or her own Preparer Tax Identification Number, which costs \$50 per year. Check with the IRS ([irs.gov](http://irs.gov)) for more guidance. Next, you must pass a competency exam—mandatory for most, but some certified public accountants and others are exempted—to become an IRS registered tax return preparer. Additionally, you must take continuing education courses.

**Job hunting tips:** Large tax firms—for instance, H&R Block and Jackson Hewitt Tax Service—hire thousands of tax preparers each year to come on board from January until May 1. You usually need to take the firm's income tax course in the fall to prepare. You apply via individual stores. Refresher courses are offered each season. To get your toes wet, you might start by volunteering with the AARP Foundation Tax-Aide Program ([aarp.org/taxaide](http://aarp.org/taxaide)). It can offer good experience for those who want to graduate to a paying tax preparer job. Bean counters should apply.

## Teacher's Aide

See Chapter 6, page 132.

## Tour Guide

**The nitty-gritty:** If you're a history buff, or a born educator, this might fit you to a tee. You need to be at ease talking to groups of tourists and have your facts and anecdotes at the ready. You might lead visitors through points of historical interest in your hometown or give personal tours of, say, a local winery or pretzel factory.

**Pay range:** Hourly wages of \$9.04 to \$20.52, according to PayScale.

**Qualifications:** The most in-demand skill is a knack for captivating an audience. Employers might require you to pass a written exam of knowledge of specific locations and city history. Some community colleges offer short-term courses in tour- and travel-related occupations. The Certified Tour Professional certification is offered through the National Tour Association.

Think too about the not-for-profit Road Scholar program ([roadscholar.org](http://roadscholar.org)), which offers 5,500 “learning adventures” in 150 countries and all 50 states. If you become an ambassador for the program, you promote it through speaking engagements. Your compensation is credits toward participation in those adventures.

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### Meet a Tour Operator

After retiring from a nearly 38-year career at Amtrak, Paul McKenna spent a year working to get a captain’s license, CDL, and fulfill other requirements to be a ConDUCKtor for the Boston Duck Tour. At the age of 60, he set sail on his second career. The ConDUCKtors narrate and educate in an engaging way while recounting historical details about Boston, as the Duck passes by landmarks and attractions. It’s a seasonal position, of course, and part-time schedules are available.

Pay rates for Captains range in the tourism industry from \$15 to \$25 per hour depending on the vessel. Tipping is a factor in many of these jobs such as water taxis, fishing charters, and various tour boats. “I’m looking forward to a fun job showing off the city of Boston and its rich history,” McKenna told me.

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### Travel Agent

**The nitty-gritty:** If you think that travel agents are passé, you’re mistaken. Even with the proliferation of online booking sites, growing numbers of travelers want the human touch. Agents are particularly helpful on special trips, say, a honeymoon, or an adventure travel getaway. And who doesn’t long to have someone to text or e-mail to help you find another flight if theirs is canceled or delayed. The result is an uptick in agents setting up their own home-based businesses, says Erika Richter, spokeswoman for the American Society of Travel Agents ([www.asta.org](http://www.asta.org)).

You’ll spend a fair amount of time on the phone and doing online research, so this job requires patience, an unflappable demeanor, and attention to detail. It helps to have your own lust for travel, which allows you to add the secret ingredient of insider knowledge.

## Great Part-Time Jobs

One possible perk: gratis trips of your own to evaluate hotels, resorts, and restaurants for potential clients.

**Pay range:** Annual salaries range from \$25,484 to \$55,364, according to PayScale.com. Hourly wages range from \$10.70 to \$22.34. Travel agents, however, who work independently, are often paid on commission by airlines, hotels, and resorts for the bookings. It's not unusual to charge additional fees to customers for your time. Then, too, some charge fees up front and then remove them when the client books the trip.

**Qualifications:** In general, no agent license is required. However, community colleges often offer technical training and continuing education classes for agents. Coursework covers the ins and outs of computer reservations systems, marketing, and regulations for international travel. A few colleges offer full degrees in travel and tourism.

The Travel Institute ([thetravelinstitute.com](http://thetravelinstitute.com)) offers training and professional certifications. The International Air Transport Association ([iata.org](http://iata.org)) has a program for "travel and tourism professional" as well as "consultant." The Cruise Lines International Association ([cruising.org](http://cruising.org)) meanwhile, offers its own certifications.

### Travel Nurse

See Chapter 4, page 114.

### Tutor/Counselor

See Chapter 6, page 132.

### Veterinary Technician

See Chapter 4, page 115.

### Waste Reduction Consultant

**The nitty-gritty:** If you're a recycling devotee, you'll revel in the chance to help companies and residential communities reduce waste. Show that your efforts save money and you've won a convert to your cause. Consulting opportunities

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can be found in both government offices and private companies. Waste consultants may also be called recycling consultants or waste reduction coordinators. Consider specializing in a certain area, such as paper or food. You'll of course need data to back up your efforts. Don't be fooled into thinking everyone is on board with green initiatives.

**Pay range:** Income levels vary widely by employer and location. Consultants' pay range: \$13.72 to \$16.60 per hour, according to PayScale.com.

**Qualifications:** It's a smorgasbord. Knowledge of recycling programs from previous work, even on a volunteer basis, shows you know what you're talking about. You'll need clear communication skills to explain what the program is all about and why it matters. Sales chops will help you persuade people to actually stick with it. Project management ability will ensure that your program runs smoothly. Accounting basics will prove that it's worth an employer's while. The National Recycling Coalition offers webinars on a range of recycling topics and more. Some states now offer recycling certification programs via local colleges. Rutgers University, for example, offers a 21-day New Jersey recycling certification program.

## Web Strategist

See Chapter 5, page 124.