



INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

January 4, 2019

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of available Internships for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

Anne Arundel County Government (559) is offering **internships** for undergraduate and graduate students. Please encourage your students to look at our opportunities and apply today. A full list of internships can be found [HERE](#). New internships are consistently added to our website. **Program Eligibility:** •Undergraduate and graduate students actively attending an accredited college or university are eligible to participate in this program. •Students must have at least a 3.0 cumulative grade point average (GPA) at the undergraduate level at the graduate level. •A college transcript is required as evidence of GPA. Unofficial transcripts are acceptable. If a student is interested they will need to submit a transcript (unofficial or official) along with an application. The application can be found [HERE](#). (012218, Updated 7/12/18)

Benedictine (719) Paid **Apprenticeship** Program Spring 2018. – **Direct Support Professional**. Upon completion, participants will be guaranteed a position in the adult or school residential communities. Competitive wages and great benefits. Training and support you need to succeed and grow. Director Support Professionals (DSPs) are essential to assisting individuals with developmental disabilities lead self-directed lives, advocating with the people they support to become inclusive members of their communities. DSPs assist with activities of daily living, social skills, accessing community resources and so much more. **Requirements:** •21 & over •HS Diploma GED •Valid Driver's License & Clean Driving Record (if applicable) •Pre-Employment Drug Screen ,Physical & Criminal Background Check Required •Embody the Benedictine Value of Compassionate Care •Willingness to Learn & Grow. Contact Mikayla at 410.634.2112 or apply at www.benschool.org. (Date listed: 2/26/18)

Brookside Gardens (446) 1800 Glenallan Avenue, Wheaton, MD – www.brooksidegardens.org. **College Internship Program** - Dates: Mid-May – Mid-August (12 Weeks). Brookside Gardens is seeking undergraduate students and recent graduates to fill paid summer intern positions. This is an opportunity for motivated individuals to work closely with professionals in a public garden setting, learning first-hand about the varied facets of operating a public garden with extraordinary plant collections and displays, a diverse customer base, and engaging learning opportunities. Experience and skills obtained through the internship will prepare participants for professional positions in related fields within the green industry and will complement undergraduate or graduate studies in horticulture or related fields. This will be a 40 hour/week position and will include work during some evenings and weekends. Duties: Interns will rotate through several sections throughout the gardens and will work on projects crucial to Brookside Gardens' operations in each department. Interns should expect to assist with: •Outdoor Garden Maintenance; •Indoor Garden (Conservatory) Maintenance; •Wings of Fancy Live Butterfly Exhibit; •Plant Propagation. There will be periodic training sessions on topics relevant to the Gardens' operations, in addition to field trips to other gardens and related facilities. Interns will work together on group projects, including a presentation reflecting their experiences throughout the summer to Montgomery Parks staff. Requirements: Applicants must be currently enrolled in, or recently graduated from, an undergraduate program related to Horticulture, Plant and

Environmental Sciences, Soil Sciences, or Landscape Architecture. Applicants should have a passion for learning new and varied skills relevant to managing gardens and be capable of working independently or on a team. Physical Demands / Working Conditions: Interns work both in office and outdoors. May expect exposure to summer weather conditions, dirt, dust, unpleasant odors from fumes from fertilizers, herbicides, insecticides, and pesticides. May also encounter wildlife or harmful insects, and traffic hazards and noise. How to Apply: Go to <https://www.governmentjobs.com/careers/mncppc> and search for "Brookside Gardens." We are only accepting online applications. **Application closes January 15, 2019.** If you have any questions, contact Ellen Bennett at Ellen.Bennett@MontgomeryParks.org or (301) 962-1402. We welcome applicants who reflect the diversity of our community and can help us become a more inclusive garden for staff and visitors. Compensation: Interns will be paid an hourly wage of \$12.28/hour. Housing is NOT available. College Credit: The internship provides the opportunity to gain hands-on experience in plant sciences, landscape design and maintenance. Brookside Gardens will cooperate with universities and colleges that offer credit for internship programs; however, it is the responsibility of the intern to make all arrangements for receiving academic credit with their institution. About Brookside: With its colorful plantings, shimmering ponds, and breathtaking landscapes, Brookside Gardens is often described as the jewel of Montgomery Parks. The Gardens were founded in 1969 and named for the winding brooks and streams that surround this extraordinary public display garden. The 50-acre property features intricately designed gardens with exquisite combinations of color, texture, scent, and scale that merge together to delight the senses – all easily viewed from tranquil walking trails, comfortable benches, and shady gazebos. Brookside Gardens' two conservatories house an intriguing tropical plant collection and seasonal plant displays, in addition to festive holiday shows. A team of fourteen horticulturists, seasonal gardening staff, and more than 650 volunteers care for the 130,000-plus plants and the ever-changing gardens from design conception to crop production and ongoing maintenance. Brookside Gardens hosts annual ticketed events, such as the captivating Wings of Fancy Live Butterfly & Caterpillar Exhibit and the amazing Garden of Lights display. Throughout the year, the Gardens provide engaging learning opportunities for all ages, including classes, lectures, and symposiums. The restorative nature of the Gardens, with its reflective quiet spaces and beautiful scenery, offers respite from the daily hustle and bustle. Come for a visit that will educate, inspire, and excite your imagination! Learn more about us at www.brooksidegardens.org. (Date listed: 11/14/18)

Caroline County Health Department (710) Denton, MD. Please contact the Department for **Internship**, project or volunteer positions located on the Eastern shore and within 20 minutes of Delaware. The Caroline County Health Department can offer experiences in many areas of Public & Environmental Health such as: Environmental Health, Land Use Planning, Medical Clinic, DDA, Public Health Emergency Preparedness, Children's Health Programs, Mental Health / Social Services / Behavioral Health; Wellness for Women, WIC, AERS, Communicable Disease Prevention, Medical Office Management and Operations, Drug Court, School Aged Health Programs, Administration and so much more! Feel free to contact the Department at 410 479 8030, Scott LeRoy MPH, MS, Health Officer. (Date listed: 2/24/17)

The Dixon House (234) Interested in **volunteering** and have a heart for the aging population? Do you have a special talent, interest or hobby? If you truly enjoy bringing a better quality of life to assisted living residents, then this may be for you. The Dixon House is a beautiful colonial home located in Easton and our resident's average age is in their nineties. We are looking for people to help with crafts, bingo, monthly bulletin board, entertaining, decorating during the Christmas season, etc. If you are interested in this very rewarding opportunity please contact Shelly LaRoque, Activity Director, 410-822-6661 for an interview. (Date listed: 9/5/18)

Echo Hill Outdoor School (464) **Internship Positions.** Located on Maryland's Eastern Shore. Echo Hill Outdoor School provides residential learning experiences designed to introduce and acclimate children to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Ecology of the Chesapeake Bay conducted on historic work boats, Swamp Ecology including Swamp Canoe and Swamp Walks; Group and Individual Development on our low and high element challenge course; Outdoor Skills in classes like Orienteering and Survival; and History and the Human Environment with classes such as

Early American Studies and the "Mystery Tour", an exploration of the cultural and historical landscape of Kent County. The program is flexible so as to meet the needs of a wide range of students, typically 3rd through 9th grade, from both public and private schools as well as college students and adults of all ages. Responsibilities include: assisting and/or co-teaching instructional courses with experienced staff, creation and implementation of new curriculum ideas, overnight tent or dormitory duty for groups, supervision of students, and assisting with special programs and events. Qualifications: Individuals pursuing careers in the areas of education, recreation, and other related work are encouraged to apply. Experience working with and relating to children and people of all ages is extremely beneficial. We are seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Benefits: Full room and board is a condition of this residential position. A weekly stipend is included along with use of the school's natural setting and facilities during personal time. Deadline: Applications are welcome year round. Primary starting dates are in March, June and late August. To Apply: If you are interested in a challenging and rewarding experience, please send cover letter, resume, two letters of reference and two telephone reference contacts to: Sara Vogel, Internship Coordinator, Betsy Z. McCown, Associate Director, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton, Maryland 21678, (410)-348-5880, www.ehos.org. (Date listed: 11/18/18)

Haven Ministries (340) a nonprofit organization in Queen Anne's County, is offering an **Internship opportunity for undergraduate and graduate students**. This is a great opportunity to enhance your resume! The internship is to assist the nonprofit in social media postings in order to inform folks about events, business partners, and programs. Knowledge about creating and scheduling posts is necessary. The time commitment is 1-2 hours a week. Please call Krista Pettit, Executive Director at 410-739-4363 to learn more about this position. (Date listed: 9/14/18)

Housing Authority of Queen Anne's County (598) **Intern – Executive Assistant**. Description: We are recruiting interns to provide administrative support to our management team. We provide a fast paced professional work environment that will help students obtain skill to succeed professionally. Responsibilities: •Administrative duties. •Schedule and coordinate meeting and engagements. •Provide customer service for client via phone and in person. •Assist with mailings, print production. Requirements: •Students applying for this internship must have strong written and oral communication skills. •Proficient with MS Office. Majors: Business Administration. To Apply: Send resume and cover letter to jwhite@gacha.org with "**Internship**" in the subject line. If you have further questions, please call 410-758-8634. (Date listed: 1/31/18)

Housing Authority of Queen Anne's County (597) **Intern – Finance or Accounting**. Description: We are recruiting interns for our Finance/Accounting department. The student filling this position will handle a wide range of important duties. Responsibilities: •Assist with month-end financial reports. •Help with accounts receivable, payable and bank statement reconciliation. •Work with the finance team on yearly forecasting efforts. •Support the payment processing team. •Assist with audits. •Balance sheet reconciliation. •Manage the monthly tracking of our physical inventory. •Data entry. •Post journal entries. •Credit checks. Requirements: •Applicants should be Business, Finance, Economics or Accounting majors. •Proficient in Microsoft Office applications. •Ability to multi-task. •Excellent communication skills are all essential to this position. Majors: Business, Finance, Economics, Accounting. To Apply: Send resume and cover letter to jwhite@gacha.org with "Internship" in the subject line. If you have further questions, please call 410-758-8634. (Date listed: 1/31/18)

Mid-Shore Pro Bono, Inc. (278) (A non-profit Legal Services Provider) **Interns** – Description: We are recruiting interns to provide administrative support to our management team in our Easton office. We provide a professional yet casual work environment that will help students obtain skills to succeed professionally. Responsibilities: •Basic administrative duties •Assist with mailings, outreach. •Grant Writing/review. •Requirements: Students applying for this internship must have strong written and oral communication skills. •Proficient with MS Office. •Ability to work with a team and independently. Students interested in Social Work, Non-Profit Management or the Law will be ideal for this opportunity. To Apply: Send resume and cover letter to

sabrown@midshoreprobono.org with "Internship" in the subject line. Please, no phone calls.
(Date listed: 9/20/18)

Paul Reed Smith (PRS) Guitars (487) Internship: Front End Web Developer Reports to: Senior Webmaster Description PRS Guitars seeks a Front-End Web Development Intern who will work with the Marketing team on making improvements to existing web marketing sites and applications as well as creating new features and processes for these websites and applications. The ideal candidate will have a good eye for design, an attention to detail, an interest in improving legacy systems and codebases, as well as an interest in modern webstacks such as React, VueJS and GraphQL (a deep knowledge is not required). This person will: •Create features for and make improvements to marketing sites. •Create features for and make improvements to web apps. •Research and implement deployment strategies and processes. Skills: •HTML, CSS/SASS, Javascript, Git. •Experience working with a CMS. •Photoshop. •Ruby on Rails, React, GraphQL – a plus, but not required. •Graphic Design experience a plus. Internship Timeframe: Flexible, but thinking February 1 – April 30. Hours per week: Minimum: 16 Maximum: 30. Travel Requirements/Time in Office: Skype or Google Hangout etc.: Once per week. Physically travel to PRS HQ: Four times over course of internship. Pay: \$15/hour. Contact: Christina M. Woodard, SPHR, SHRM-SCP Director of Human Resources. 410-643-9970 ext. 6895 cwoodard@prsguitars.com. Where to Apply: www.prsguitars.com/careers. (Date listed: 12/3/18)

River's Edge Forest Play (292) offers **Early Childhood Education and Science unpaid internship opportunities** through their Nature Immersion Programs located in Easton and Trappe, MD. Do you have an interest in the outdoors and children? Then guiding nature immersion programs is for you! River's Edge Forest Play is dedicated to nurturing children through nature. We believe strongly that nature is essential in building a child's social, physical, intellectual, emotional and spiritual development. Responsibilities: Providing children ages 4-11 supervision in a year-round primitive nature immersion program; initiating nature learning through play. River's Edge Forest Play, REFP, will provide training in child supervision, environmental education, managing groups of children outside, and assessments. Requirements: Interested applicants must be available on Friday afternoons from 1:30-4:30pm and limited Saturdays per month throughout the year. Applicants need to be 18 years or older, pass a background check, have their own transportation and be certified in First Aid and CPR. Ideal applicants will have a passion for nature, child development and, or education. Strong naturalist skills are suggested, but not required. Good communication skills, a strong work ethic and ability to play with children are traits strongly desired! For more information, please contact Katelin Frase at 410-310-6457. To apply, please send a cover letter and resume by email to katelin@riversedgeforestplay.com. Applicants are accepted year-round. (Date listed: 9/26/18)

Rock Steady Boxing-Mid Shore Classes (687) Offer **Fitness/Allied Health/Wellness Volunteer Opportunities**. Volunteer opportunities are available to assist local Parkinson's patients at our Rock Steady Boxing Classes on Kent Island! Rock Steady Boxing-Mid Shore group-fitness classes are the next steps for Parkinson's patients on the Mid-Shore to continue a safe and rewarding physical fitness program after physical therapy. Our boxing classes are a forced, intense, non-contact exercise program that empowers people with Parkinson's to fight back no matter their current physical conditions. We also focus on balance and strength training for all levels that uses movement disorder-specific exercises to optimize learning, brain health and FUNction! Volunteers have the opportunity to help boxers move safely in the classroom; assist in exercise movements; provide encouragement and motivation; and assist in classroom set-up and breakdown. Volunteer Orientation/Trainings are held periodically. Rock Steady Boxing classes are held every Monday and Wednesday at the Island Athletic Club, located in Grasonville MD (in the Kent Narrows next to Annie's Steak House and Harris's Crab House). Two classes are scheduled at this time designed for specific needs of the participants. Currently classes are held at 12:15pm and 2:15pm on those days. Interested volunteers can email 360strongtraining@gmail.com or call 410-703-9162. Lyn Strzempka-Sutton is Owner/Coach of Rock Steady Boxing-Mid Shore and 360 Strong LLC. This program is supported by the Parkinson's Foundation and Maryland Association for Parkinson Support, Inc. More information is available at: midshore.rsaffiliate.com. (Date listed: 2/20/18)

Spa Angels Boutique and Spa (325) Marketing Intern, Chestertown, MD. Spa Angels Boutique and Spa is a boutique and spa that provides services such as facials, waxing, massage, and party/group events. The spa is a growing business that would like to improve its outreach and marketing of services to the Kent County community and the Eastern Shore. Spa Angels is seeking an intern to help develop a social media presence and an overall marketing strategy. This internship is available for credit only and will provide an individual with an introduction to the world of practical commerce while allowing them to learn how small businesses function. Applicants can be from any class year or major. Hours for the above help are flexible during the week and/or weekends. Front desk help on Friday afternoons and Saturdays would be welcome as well. Applicants should have skills that include computer skills, webpage design/content management, online sales, social media use, and knowledge of developing a marketing strategy. To apply, send your resume to Owner-Operator Patricia Kelly at spaangelskincarestudio@gmail.com. For questions or more information, please contact Patricia Kelly at (443) 924-9478 or by email. (Date listed: 10/7/18)

Talbot Power Sports (365) 9477 Ocean Gateway, Easton, MD 21601. Technician Apprentice (PT) (Refer to WME Job Order #896441). Great opportunity for a student to receive 10 to 15 hours a week free mechanical training from Professional Motor Technicians, AND GET PAID! Email Resume to Don@talbotpowersports.com or drop your resume off. (Date listed: 10/18/18)

Talbot Special Riders (178) a non-profit Therapeutic Riding program for children and adults with special needs in Preston, is now offering unpaid **internship opportunities for students** pursuing the following areas of study: Human Services, Social Work, Criminal Justice, Addictions Counseling, Business, and Health Professions. Flexible work hours include weekdays, limited evenings and Saturdays. For more information visit our website at www.talbotpecialriders.com or contact Kim Hopkins at 443-239-4953/ tsrhopkins@gmail.com. (Date listed: 8/28/17)

US Department of Energy (341) The Office of Science / US Department of Energy is pleased to announce paid research internship opportunities for undergraduate students majoring in areas of **Science, Technology, Engineering, and Mathematics (STEM) for the Summer of 2019**. The application system for the 2019 Summer Term Science Undergraduate Laboratory Internships (SULI) program is currently open, with all applications due by 05:00 PM Eastern Time on January 10, 2019. The Science Undergraduate Laboratory Internships (SULI) program places students from 2 and 4 year undergraduate institutions as **paid interns** in science and engineering research activities at DOE national laboratories and facilities, working with laboratory staff scientists and engineers on projects related to ongoing research programs. Appointments are for 10 weeks during the Summer term, are open to US Citizens and US Lawful Permanent Residents, include a weekly stipend, reimbursement for one round trip domestic travel to the participant's host DOE laboratory, and possibilities for a housing allowance. More than 850 internships are sponsored annually. Application is made online. Full program information and descriptions, including links to the online application system, are available at: <http://science.energy.gov/wdts/suli/>. (Date listed: 10/16/18)

Wye Angus (276) Student Intern Positions. Job Description: Assist in daily operation of Wye Angus cow herd. Including: 1. Breeding - Artificial Insemination. Heat Checking, Semen Collecting. 2. Data Collection - Animal Measurements, Feed data, routine observations, etc. 3. Herd Health practices - calving, parasite control, vaccinations. 4. Sales - Annual Spring production sale. 5. Pasture management. 6. Hay & Silage Management. Housing: On farm housing and utilities provided for a small fee. Location: In Maryland 20 miles East of the Chesapeake Bay Bridge off of U.S. Route 50, in the land of pleasant living. Only 60 miles to the seashores. Herd History/Background: The Wye herd was acquired by Arthur Houghton in the mid 30's. He hired James B. Lingle as breeder and manager of the Wye cattle in 1938. 18 foundation females and 1 herd bull started the herd. In 1978 the University of Maryland acquired the herd as a gift from Arthur Houghton. Up until 1978 all the Wye cattle were sold through private treaty. In 1978 the first Wye cattle were sold at public auction. Since then we have held an annual spring sale each year. Approximate Employment Dates: Spring Intern - January 1 - May 15. Summer Intern - May 1 - August 31. Fall Intern - August 15 - December 31. Application Dates: Spring - November 1 or until suitable applicant found. Summer - March 15 or until

suitable applicant found. Fall - June 1 or until suitable applicant found. Send/Email Resume & References To: Wye Angus, Attention: Eddie Draper, P. O. Box 169, Queenstown, MD 21658. (410) 827-6016, (410) 827-7821 – Fax, edraper@umd.edu - email address. (Date listed: 9/20/18)

The Office of Employment Services makes every effort to publish the internship listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution