



CHESAPEAKE JOB LISTING

May 9, 2019

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

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job 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.

1880 Bank (749) **Part-Time Teller** Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 3/1/19)

ACTS (953) invites you to join our growing Team. We Hire Smiling People. Heron Point, 501 E. Campus Avenue, Chestertown, MD 21620. Positions Available: Dining Room Servers; Medical Diet Aides (Serves Meals in Skilled & Assisted Living); Dishwashers. What's in it for you? •Competitive pay rates; •Flexible scheduling options - many shifts available; •Continuing training opportunities; •Opportunity for promotion and advancement. Apply Online At: www.indeed.com. www.act-jobs.org. (Date listed: 4/17/19)

Adidas (950) Queenstown, Maryland. **Retail Store Associate** (Job Order #978602). Apply online at: <http://ipc.us/t/2DEDC581903A40A7>. (Date listed: 4/15/19)

Autumn Lake Healthcare at Chestertown (1013) 415 Morgnec Road, Chestertown, MD 21620. **HouseKeeper (FT)** (JO#985763); **Dietary Aide (PT)** (JO#985766); **Activity Aide (FT)** (JO#984105); **GNA's (PT& FT)** (JO#877740); **RN's (PT & FT)** (JO#967585); **LP's (PT & FT)** (JO#931140). To apply, email Resume to RBlack@autumnhc.net. (Date listed: 5/3/19)

Azz (954) 3011 Millington Road Millington, MD 21651. **Industrial Painter** (Refer to MWE Job Order #911639); **Electrician I, II, & III** (Refer to MWE Job Order #911647); **Press Brake Operator** (Refer to MWE Job Order #949212); **Quality Inspector** (Refer to MWE Job Order #949219). Apply in person M-F between 8 A.M – 2 P.M. or <https://azz-inc.jobs.net>. (Date listed: 4/17/19)

Bayleigh Chase (1008) 501 Dutchman's Lane, Easton, MD. **Director of Physical Plant Services** (JO#985265); **RN's+LPN's** (JO#985260); **CGNAs** (JO#985254); **Certified Medicine Tech** (JO#985257); **Housekeeping Assistants** (JO#985267); **Receptionist** (JO#985268). Apply on line at: www.acts-jobs.org/, then hit "click here" for Bayleigh Chase. (Date listed: 5/2/19)

Bayside Animal Hospital (986) **Veterinary Technician**. Our exclusive small animal practice has an exciting opportunity to join our team. We are looking for a veterinary technician that is passionate about working with animals in a hospital setting. Our ideal candidate must be highly motivated, have a strong work ethic, and be able to work well with a team. Primary Job Duties Include: •Client communication; •Obtain patient history in appointments; •Take patient vitals;

•Venipuncture; •Catheter placement; •Radiology; •Anesthesia monitoring; •Surgical preparation and assisting; •Dentistry; •Laboratory work; •Pharmacy; •Patient recovery; •Compassionate care for hospitalized patients. The position is part-time with potential for full-time. Experience in a veterinary hospital is preferred but we are willing to train the right person. **Please email resumes to om@baysideanimalhospital.com or fax to 410-228-1479 by May 10, 2019.** (Date listed: 4/29/19)

Beat the Rush Delivery (BTR) (1040) Drive With Us! Deliver local fresh prepared meals from Local Restaurants. Breakfast, Lunch and Dinner. **Job Responsibilities:** Part-time. Responsibility of receiving on-demand food delivery orders and deliver food orders to BTR customers with care, directly to customers home, office or event. Must Be...*Friendly and out going; *Hospitable; *Motivated to work independently; *Able to operate mobile devices; *Teachable; *Team player; *Must have a reliable vehicle. Email all inquiries to contact@beattherushdelivery.com. Visit to apply: bit.ly/DriveWithBTR. **Apply by June 20th 2019.** (Date listed: 5/9/19)

The Big Owl (895) Grasonville, Maryland. **Cook/Line Cook** (MWE Job Order #973214). Apply online at: www.thebigowl.com. (Date listed: 4/2/19)

Bon Secours Hospital of Baltimore (1025) is looking for **new grad RN's, experienced RN's, and Nurse Externs**. Several positions are available. Tuesday, May 21, 2019 – 4pm-7pm – Bon Secours Hospital of Baltimore, 2000 W. Baltimore St., Baltimore, MD 21223 (Main Lobby and Middle Dining Room). Please bring a copy of your resume and be prepared for on-site interviews. Questions or can't attend but would like a recruiter to contact you? Please email Cheslea at Chelsea_Burch@bshsi.org. (Date listed: 5/7/19)

Cambridge International (992) Welders (JO#952181); **Inside Sales Specialist** (JO#984072); **Fabricator I** (JO#952176); **Production Supervisor** (JO#984066). Apply on line at: www.rexnord.com/careers. (Date listed: 4/30/19)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. **Main Purpose of Job: An Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. **Education:** Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. **Experience:** None. **Licenses, Registrations and Certifications:** 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. **Selection Process:** Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. **Benefits:** Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical

and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Further Instructions: Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmh.jobs@maryland.gov. (Date listed:)

Caroline County Department of Recreation and Parks (439) Program Leaders. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes such as: Instructional sport and fitness programs, Community events, Afterschool program services, Athletic facilities, Public waterways access, Arts development programs, Playgrounds and walking trails, Community partnerships, Youth Camps and Trips and discount tickets. Learn more about Caroline County Recreation and Parks by visiting our [Department page](#). EOE. About the Job: Positions located in afterschool programs at schools in Caroline County. Instructional interest/experience in nutrition/cooking, math/reading, and sports/fitness, science and arts/crafts. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. Salary: \$12-\$18 per hours based on experience/education level. **Deadline: Open until filled.** How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded [HERE](#). Download to desktop; save as document and email to: hrposting@carolinemd.org. (Date listed:)

Caroline County Office of Human Resources (959) EMT-B (Part-Time) – Caroline County Department of Emergency Services. The Department of Emergency Services is responsible for providing advanced Emergency Medical Services (EMS), emergency planning and coordination for County government, and emergency communications, including 911 dispatch, police communications for the Sheriff's Office and four town police departments, and fire and rescue communications for nine volunteer fire companies. Visit our [Department page](#) for more information. (Date listed: 4/18/19)

Caroline County Department of Recreation and Parks (983) Program Specialist II. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. Learn more about Caroline County Recreation and Parks by visiting our Department page. About the Job: Coordinates programs with broad community appeal and those with specialized markets; adapts program services to respond to special populations; conducts research in preparation of programs;

prepares new and executes established programs; including developing and monitoring program budgets, evaluates programs, and provides supervision as assigned; recruits and contributes to the hiring process for temporary staff; ensures compliance with established programs by all staff. **Requirements:** Working knowledge of the principles and practices of recreation programs; safety requirements which must be met at public facilities, recreation centers or an outdoor recreation area; American with Disabilities Act regulation. The ability to plan, direct and evaluate a variety of recreational activities. The ability to plan, supervise, assign and review the activities of others. Evenings, weekends and some holiday work are expected in this position. Bachelor's degree in Parks and Recreation, Sports Management, Recreation Resource Management or closely related course of study and 2 years of experience in the field of parks and recreation & delivery of recreation programs. Salary: \$39,665 annually to start. **Deadline:** May 9, 2019. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. **How to Apply:** Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Click [HERE](#) to download application and email to:hrposting@carolinemd.org. (Date listed: 4/26/19)

Caroline County Parks & Recreation (985) Program Specialist II (JO#972273). To apply download application from: www.carolinemd.org. Fill out and mail by 5/9/19 to Caroline County Human Resources, 103 Gay St. Denton, MD 21629. (Date listed: 4/26/19)

Caroline County Public Schools (762) Denton, MD. Child Development Assistant I-IV. Caroline County Public Schools is accepting applications for Child Development Assistant positions. For more details and for application procedures visit the system's website at <https://carolineschools.org>. Equal Opportunity Employer. (Date listed: 3/4/19)

Catapult Learning (891) We work collaboratively with five Maryland Eastern Shore school districts (Kent, Caroline, Dorchester, Talbot, Worcester) to serve special education students with emotional/behavioral concerns who are unsuccessful in the general education setting. We provide our students highly structured therapeutic classroom settings which include a low student to staff ratio, comprehensive behavior management, and crisis intervention services. We are currently interviewing for **Teachers**. We have opportunities in the elementary, middle and high school settings. The teacher will provide instruction to students in grades K-12 with emotional and behavioral needs. The teacher will collaborate with other teachers and parents on a regular basis. The teacher will create and implement individualized instruction for students in a small class setting. Job requirements: Four year degree. Teaching Certification (desired). Reliable Transportation. Must pass criminal background check. Please email: Rebecca.Enders@catapultlearning.com to learn more. (Date listed: 4/1/19)

Chatham Village Apartments (1003) located in Easton, MD is hiring a **Lifeguard/Pool Operator** for the 2019 summer. Part-time position Memorial Day to Labor day with flexible hours. Must be a Certified Pool Operator. \$12.00/hour. Please email resume to: chatham1@goeaston.net. (Date listed: 5/2/19)

Chesapeake Bay Hyatt (962) Cambridge, MD. Bakers - Lead (JO#966509); Bartenders (JO#966536); Cooks, Restaurant (JO#966499); Marketing & Communication Mgr. (JO#966549); Steward/Dishwashers (JO#966541); Waitress/Servers (JO#966512); Certified Life Guard (JO#981159); Cooks (JO#966499); Room Attendants (JO#981155); General Maintenance Mechanic (JO#948392); Administrative Assistant-Sales (JO#981171). Apply on line at: www.chesapeakebay.hyatt.com. (Date listed: 4/22/19)

Chesapeake Building Components (1012) General Laborers. Need dependable, hardworking people for semi-covered physical labor assembling wood structures to build homes. No prior knowledge needed – onsite training provided and all work performed in assembly-line production facility. Full time workers eligible for benefits. Company will potentially provide transportation if needed. To apply, please come to our office at 29469 Reagan Drive Easton, MD 21601 to fill out an application (road accessible near Sharp Energy on Rt. 50 across from the

Easton Airport). Please email sbashamcbc@gmail.com or text 410-200-3598 if you are unable to get transportation to Easton to apply for this job in person. Full time positions. \$10.15/Hour based on skill level. Day Shift – 7am – 3:30pm. Night Shift - 3:30pm – Midnight. Part time - 6:00pm – 10:00pm. (Date listed: 5/3/19)

The Chesapeake Center, Inc. (1000) 713 Dover Road Easton, MD 21601. 410-822-4122. www.chesapeakecenter.org. **Job Fair May 17, 2019 9am-12:00pm**. Go to website or call for information about the openings below. •**Direct Support Professionals & Direct Support Professionals One on One** – Full Time & Part Time, all positions - Weekends, Evenings, Overnight's, working with adults with disabilities. •**Vocational Supervisor 1/1**– Full Time Monday – Friday 7:30am - 3:30pm working in a Vocational setting working with adults with disabilities. •**Personal Support Assistant** - Full Time / Part Time - Flexible Hours (Afternoons, Evenings, and Weekends) working with adults with disabilities in the community. (Date listed: 5/1/19)

Chesapeake College (939) Adult Education Program Intake Helper (IH). Location: Various locations between Kent, Queen Anne's, Talbot, Caroline, and Dorchester Counties. Willing to travel outside your home county. Job Requirements: Bachelor's Degree preferred. Must be detail-oriented and organized. Friendly personality. Available for a flexible schedule. Job Description: Meet with students one-on-one and in groups to explain the Adult Education Program offerings and requirements. Will supervise collection of student's personal data, conduct testing, and record results. During this process IH are to actively engage students in the thought process of identifying their immediate goals while also mapping what their next steps will be. Please e-mail letter of interest and resume to: Brenda Horrocks bhorrocks@chesapeake.edu. (Date listed: 4/11/19)

Chesapeake College (924) is currently accepting cover letters and resumes for the following position: **Assistant Teacher, Early Childhood Development Center** – Part-Time Temporary We are currently looking for a Part-time Assistant Teacher to work alongside another teacher in our classrooms working with 3-11 year olds. We have a small center consisting of a 3-4 year old program, 4-5 year old program, and school-age program. Responsibilities: •Creating a fun leaning environment for the children; •Assist teachers with lesson planning and the implementation of the curriculum; •Meet the needs of individual children; •Communicating appropriately and professionally with both parents and fellow staff members; •Providing positive guidance by supporting social and emotional development; •Establishing positive and productive relationships with families. Requirements: •90-hour Preschool Certification or willing to complete; •Associate's Degree in Early Childhood or related field, preferred; •One year of experience working with children, preferred; •Must complete the annual clock hours required by the Office of Child Care to advance or maintain childcare credentials; •CPR/First Aid Certification, preferred. Hours for position are flexible, but limited to 28 hours per week. The child care center is open Monday through Friday 7:00am-5:30pm. **Interested applicants should submit a cover letter and resume msaperstein@chesapeake.edu no later than May 31, 2019.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 4/9/19)

Chesapeake College (923) is currently accepting cover letters and resumes for the following position: **Nursing Assistant (CNA) Instructor** – Part-Time Temporary. Responsibilities: •Participates in the development and evaluation of the training program; •Implements the approved training program; •Supervises the classroom laboratory experience; •Evaluates student performance in the classroom; •Provides supervision and clinical evaluation of each trainee at the clinical training site; •Ensures that attendance and grades are recorded for each student and class; •Ensures that the proper clinical ratio of one (1) instructor for every eight (8) students is met; •Functions as the liaison between students, the Allied Health Director (AHD) and the Lead Instructor; •Evaluates course curriculum and resource materials and submits recommendations to the Lead Instructor and/or AHD for consideration; •Submits course information, i.e., class rosters, student exams, skills checklists and Performance Improvement Notes, to Lead Instructor

and/or AHD for record keeping within one (1) week of course completion; •Functions as a representative of the College and follows all required College policies and procedures. **Requirements:** •RN licensed to practice in Maryland; •Minimum of two (2) years nursing experience, one (1) year of which was in caring for the elderly or chronically ill within the past five (5) years; and •Completed a minimum 16-hour course in the principles of adult education OR have a minimum of two (2) years teaching experience. Interested applicants should submit a cover letter and resume lwidmaier@chesapeake.edu. **This position is open until filled.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and women are encouraged to apply. (Date listed: 4/9/19)

Chesapeake College (807) is currently accepting cover letters and resumes for the following replacement position: **Nursing Faculty:** 10-month. **Responsibilities:** This full-time position begins August 2019 and serves students in the third and fourth semesters of an Associate of Science Nursing Program; utilizing a team approach to achieve student learning outcomes in each course. Responsibilities will include both classroom and clinical teaching, engaging in department and college wide service activities, and academic advising. Classroom content includes responsibility for nursing concepts related to mental health nursing and medical/surgical and/or pediatric nursing. Clinical responsibilities include direct supervision of students in psychiatric and acute care settings. **Requirements:** Current RN licensure in the state of Maryland, Master's degree in Nursing, and demonstration of a strong foundation in mental health nursing theory and clinical practice as well as medical surgical and/or pediatric nursing. A Masters in Nursing Education or Post-Masters Certificate in Nursing Education is preferred. Interested applicants should submit a cover letter, resume, and unofficial transcripts to hr@chesapeake.edu. **This position is open until filled.** Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 3/13/19)

Chesapeake College (793) Electrical Technician, Grade: 109NE. **Responsibilities:** Performs level electrician tasks in the installation and maintenance of wiring, electrical systems and equipment up to 480 volts 3 phase. Operate, inspect and work around primary switching gear rated at 25,000 volts. (No direct contact with primary). This position is responsible for performing skilled work involving the installation, maintenance, and repair of the Electrical Systems for the entire Physical Plant of the Wye Mills Campus and the Cambridge Center. In addition to this position; diagnoses electrical problems, locate faults and recommends upgrades and repairs. Orders materials and supplies as needed to maintain electrical/mechanical systems and works with outside contractors as needed to facilitate work in a timely manner. Advises and assists other technicians with wiring problems on equipment such as fans, heaters, pumps or vehicle electrical systems. Also assists other technicians in their trades or with other tasks which require additional manpower. This position requires the highest technical skill base of any position in the Facility Maintenance Department which requires an employee in this class. This requires an employee in this class to use reasonable care, judgment, and the safe application of their knowledge in the performance of their duties. This position requires the ability to work a flexible schedule that may include weekends, holidays, and college emergencies. This position is designated as "essential" and will require working outside normal work hours. Essential personnel may be called in to work outside of regular working hours to assist with inclement weather and other college activities. **Required:** High school diploma or G.E.D. Must have completed a four (4) year apprenticeship and three (3) years as a journeyman Electrician. Possession of a State of Maryland Journeyman's Electrician's License with at least three (3) years' experience working in a commercial/institutional setting. Possession and retention of a valid motor vehicle operator's license. Thorough knowledge of the principles, terminology, tools and equipment used in the electrical trade including the following: thorough knowledge of electrical theory and codes, ability to read and interpret blueprints, specifications, and schematics. Ability to make repairs using electrical safety practices; ability to work with all voltages; good knowledge of mechanical systems and repair work; ability to plan and direct work of other electricians and assistants; ability to perform manual work; ability to establish and maintain effective working relationships with co-workers and supervisors; knowledge of energy management systems; some

knowledge of personal computers and pertinent application; regular and timely attendance; performance of duties a safe manner. Interested applicants should submit a cover letter and resume to hr@chesapeake.edu. **Open until filled**. Please visit our website for additional information on positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 3/11/19)

Chesapeake College (696) is currently recruiting for the following replacement position: **Men's Soccer Head Coach**. **Responsibilities:** The head coach is responsible for all program components including planning, organizing, recruiting, public relations, monitoring of student academic progress and personal development. **Requirements:** The successful candidate should have coaching experience at the high school or college level. Interested applicants should call Frank Szymanski, Director of Athletics, at 410-827-5828. **Position will be open until filled**. Please visit our website for additional information on this position. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 2/9/19)

Chesapeake Conservancy (898) **Bilingual Interpretive Outreach Assistant - [APPLY](#); Interpretive Outreach Assistant - [APPLY](#); Geospatial Data Scientist - [APPLY](#)**. Please click on the APPLY link following the job title for more information and to apply or go to <https://recruiting.paylocity.com/recruiting/jobs/List/1458/Chesapeake-Conservancy-Inc>. (Date listed: 4/2/19)

Chesapeake Veterinary Hospital (978) We are currently recruiting for a skilled part-time veterinary technician for our busy companion animal practice located in Chester, on Maryland's scenic eastern shore. We have a three-doctor small animal practice that sees an array of companion animals. The candidate would serve as an in-patient/out-patient client services technician who is eager to be a team player and provide supportive, compassionate care to each animal and client who visits our practice. Evenings and some weekends required. **Responsibilities and Duties:** This position requires candidates to perform the following types of duties, however, this list is not all-inclusive: •Assist doctors with in-patient cases for the day. •Utilize proper animal restraint. •Oversee and maintain medical records. •Record animal behavior and recognize unusual behavior. •Utilize practice management software and office equipment. •Assist with performing diagnostic tests. •Ability to safely take digital radiographs. •Ability to draw blood and administer fluids. •Prepare and anticipate doctors' needs during appointments. •Assist with treatments or procedures during appointments. •Prepare medications and products to go home with clients. •Ensure exam rooms are properly stocked and clean. •Monitor recovery of patients according to standards of care. **Qualifications and Skills:** The ideal candidate will have the following qualifications/skills: •Experience with Cornerstone software. •Excellent written and verbal communication skills. •Ability to accurately obtain pet history from clients and educate them on hospital recommendations (e.g., laboratory work, vaccines, flea control). •Electronically check in patients to be dropped off for diagnostic or surgical procedures. •College courses in animal studies or sciences (preferred, but not required). •Ability to multitask. •Excellent attention to detail and exceptional organizational skills. •Ability to stay calm and efficient during a medical crisis. •Experienced in the teamwork approach and can work well with all hospital staff. •Ability to lift and carry animals, walk, or stand for extended periods of time. **Benefits:** Compensation is based on experience and full- or part-time status upon hiring. Benefits may include paid time off, health, dental, and vision insurance, pet care discounts, 401k, and CE reimbursement. **Experience:** Veterinary Technician: 3 years (Preferred). **Education:** High school or equivalent (Required). **Work authorization:** United States (Required). **Shifts:** Morning, evenings, and some weekends. **Application Process:** This position has been posted on Indeed.com. Please apply via that site, submitting both a cover letter and resume. No phone calls please. (Date listed: 4/25/19)

Choptank Electric Cooperative, Inc. (974) Opening for **Apprentice Linemen** in St Michaels Office. High school diploma or G.E.D. required. Must have a valid Maryland Class A Restricted or equivalent driver's license. Must reside within a 27 mile radius of office. GREAT CAREER OPPORTUNITY. For additional information and application visit our website: www.choptankelectric.coop. EOE. **Application due date May 10, 2019.** (Date listed: 4/23/19)

Choptank Transport (931) Preston, MD. **Track & Trace Evenings.** (JO#976753); **Inside Sales Representative** (JO#955725); **Carrier Sales Support** (JO#940537); **Software Engineer** (JO#924853); **Corporate Recruiter** (JO#940532); **PT Track & Trace Coord.** (JO#940530); **MGR of Accounting Services** (JO#976758); **Customer Service Rep** (JO#976766). Apply on line: www.choptanktransport.com. (Date listed: 4/10/19)

Choptank Transport (22) **Carrier Sales Support Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com.

Coca-Cola Consolidated (1034) is hiring **Delivery Drivers** and **Driver Trainees**. As a Delivery Driver, you will be responsible for delivering and unloading our legendary Coca-Cola products and more to customer locations on designated routes. This is dynamic position that stocks the greatest beverage brands on shelves, displays and in coolers. Work Location: Distribution Center in Salisbury, MD and all routes are local - no overnight. Schedule: Monday-Saturday with a day off in between plus Sunday off. 3am start time until complete
Pay: daily pay + commission per case. Responsibilities include: •We care about your safety and you enjoy exercising safe practices and being part of a safe environment. •We are better together because of drivers like you that will deliver, fill, merchandise, and rotate products at customer accounts. •Ensure the "look of success" appearance of all Coke equipment and displays. •Champion relationships with store management and personnel and provide fantastic customer service. •Ensure proper inventory of product and assets daily. APPLY TODAY, use the links below or email darla.newlander@manpowergroup.com. Delivery Driver: <http://bit.ly/2JsJF5h>. Seasonal Delivery Driver: <http://bit.ly/2Jrm9Wc>. Driver Trainee: <http://bit.ly/2JncJLD>. All candidates will be subject to pre-employment testing: Background Check, MVR, Drug Screen and Physical Abilities Test (if applicable). CCBCC is an equal employment opportunity employer. Full job list available at careers.cokeconsolidated.com. (Date listed: 5/8/19)

Cook / Baker wanted (970) Willing to train. Easy to follow recipes. Basic cake/cupcake decorations. ServSafe certification is preferred. No phone calls, please. Submit a resume or send an email to DivineSweets2@gmail.com. **Dishwasher wanted.** Please email divineSweets2@gmail.com. (Date listed: 4/23/19)

Community HealthCare, Inc. (1022) **CNA's/GNA's** (JO#986541); **Med Tech's** (JO#986547). Community Healthcare is looking to hire reliable dedicated hardworking CNA's, GNA's, and Med Tech IMMEDIATELY. The ideal candidate must have Hoyer lift experience. We are looking for compassionate care givers to provide the best level of care to our clients. We are looking for clients to service the Crisfield, Greensboro, Salisbury, and Bishopville Area. All hours are available. Applying candidates should be CPR/First Aid certified, must have current tb, able to pass background and Must be licensed. We are looking to hire immediately. To apply email resume to: communityhealthcaremd@verizon.net. (Date listed: 5/6/19)

Corsica Technologies (961) **Assistant Service Technician** (JO#831558); **Field Service Tech (L2) Baltimore Area** (JO#946744); **Integrations (Project) Technician** (JO#946748); **Tier 3 Automation Engineer** (JO#946755); **Outside Sales Account (Balt. Area)** (JO#865272); **Outside Sales Account (D.C. Area)** (JO#865274); **Outside Sales Account (Eastern Shore)** (JO#831597); **Business Analyst** (JO#981174); **Operation Project Manager** (JO#981180); **Account Manager – NYC** (JO#981186); **Account Manager – MD Office** (JO#981187). Apply -<https://www.corsicatech.com>. (Date listed: 4/22/19)

Crab Shack (850) on Rt. 50 in Easton is hiring for the season. Full and part time positions available. MUST BE ABLE TO WORK WEEKENDS AND HOLIDAYS. Do not apply if you can't work weekends. **Steam room** and **counter help** wanted. Send resume to cmhiggins28610@yahoo.com or call 410-310-9591 and leave message to set an appointment to fill out an application. (Date listed: 3/21/19, updated 4/22/19)

Cutts & Case, Inc. (692) Prestigious wooden-boat shipyard, located in Oxford, MD is looking for **skilled and unskilled workers** interested in the marine trades. Jobs available for unskilled laborers wanting to develop boatyard skills in finish work, mechanical systems, carpentry and sailboat rigging. Workers with previous boatyard experience are encouraged to apply. Salary based on experience. Great location, benefits and competitive salaries. 40-hour work week with possibility for overtime. Work hours are weekdays, 8AM to 430PM. Occasional weekend work available. Please send resume outlining previous work experience. Contact Linda at lindafeatherman@gmail.com. (Date listed: 2/13/19 Updated: 3/14/19)

Daniels Vending (1023) Now hiring Order Picker. Description: Pick product as outlined for each customer. Key Qualifications: •Hard worker; •Detail Oriented; •Able to lift 50+ lbs; •Able to read/write English; •Ability to work safely and efficiently in a fast paced environment; •Warehouse experience a plus. *Must pass background check* To apply please contact Todd at 410-253-9240 or email todd@danielsvending.com. (Date listed: 5/6/19)

Dart (Solo Cup) (990) in Federalsburg, MD. (All jobs with benefits). **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Manufacturing Director-Paper** (JO#983641); **Quality Control Tech** (JO#952938); **Maintenance Supervisor** (JO#939105); **Machine Operator I** (JO#939111); **Machine Operator II** (JO#939107); **Utility Worker** (JO#952940); **Press Operators** (JO#952941); **Fork Lift Operator II** (976783); **Machine Operator III** (976786); **Regional Accounting Manager** (JO#983675). Apply on line only at: www.dart.jobs. (Date listed: 4/29/19)

Denny's (971) **Server** (MWE Job Order #981620). Apply in person at 101 VFW Road, Grasonville, Maryland 21638. (Date listed: 4/23/19)

Dental Assistant (1031) Dental practice located in Chestertown Maryland, looking for a full time **dental assistant**, xray certification required. Please contact us at 410-778-1104, to discuss position. (Date listed: 5/7/19)

Dixon Valve (1019) Chestertown, MD. **Technical Customer Service Rep.** (JO#986467); **Physical Therapist Assist.** (JO#968581); **Welder** (JO#985865); **Application Developer** (JO#968646); **Data Analyst** (JO#968649); **CAD Designer** (JO#932645). Apply: www.dixonvalve.com. (Date listed: 5/6/19)

Dorchester County (1024) Cambridge, MD. **Administrative Assistant** (JO#987016). Emergency Services Dept. To apply download application at: www.docogonet.com. Fill out by **May 15, 2019** and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 5/7/19)

Dorchester County (988) Cambridge, MD. **Automotive Mechanic** - Public Works- Highway Division (JO#983690). To apply download application at: www.docogonet.com, fill out by May 15, 2019 and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 4/29/19)

Dorchester County (964) **Economic Development Incubator Manager** (JO#981127). Download application from: www.docogonet.com. Fill out and return by 5/10/19 to Human Resources, 501 Court Lane, Cambridge, MD 21613. (Date listed: 4/22/19)

Dorchester County (955) Cambridge, MD. **Correctional Officers** (JO#980015). To apply download application at: www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 4/18/19)

Dorchester County Public Schools (941) Openings: **Substitute Teachers** (JO#977402); **Substitute Custodians** (JO#977408); **Substitute School Bus Drivers** (JO#977413). Apply on line to: <http://www.dcpsmd.org>. Click on Job Opportunities. (Date listed: 4/11/19)

Dress Your Windows (1017) Stevensville, MD. **PT Assistant** with marketing experience. Computer skill and social media skills necessary. Come learn how we design windows treatment. Flexible schedule - 10-15 hrs a week. Send resume to marcino0910@gmail.com. (Date listed: 5/6/19)

Duck Neck Campground (1010) 500 Double Creek Point Rd, Chestertown, MD. Cashier (Refer to MWE J.O. #985323). Email Resume to ellen.dn@starmanagement.com. (Date listed: 5/2/19)

DynaSplint Systems, Inc. (981) Stevensville, MD. **Clerical Administrative Position** (Refer MWE J. O. #980581); **Shipping Clerk/Order Filler** (Refer to MWE J.O. #982200); **Refurbishment Specialist** (Refer to MWE J. O. #977479). Email Cover Letter and Resume bcatterton@dynasplint.com. (Date listed: 4/25/19)

Eastern Shore Area Health Education Center (1006) **Community Development Coordinator** (JO#985232). Apply on line at: <https://www.aetnacareers.com/job/linthicum/community-dev-coordinator/41/10790727>. (Date listed: 5/2/19)

Eastern Shore Smile Solutions (977) Are you a **Certified Dental Assistant** ready to kickstart your career? Eastern Shore Smile Solutions strives to deliver an unparalleled quality of service that meets the needs of our patients. We are looking for positive, coachable, and motivated Dental Assistants who are excited to kick-start their careers and join our team. Send us your resume today. Contact us at 443.205.4760; easternshoresmilesolutions.com, or email careers@easternshoresmilesolutions.com. (Date listed: 4/25/19)

Echo Hill Outdoor School (703) **Residential Teaching Position. Teacher/Naturalist.** Located on Maryland's Eastern Shore of the Chesapeake Bay. Introduction: Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a

wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. **Responsibilities:** At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. **Qualifications:** EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. **Compensation:** Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Deadline: Applications are welcome year round. Primary starting dates are in March and late August.** **To Apply:** If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown. jobs@ehos.org. Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 2/19/19)

The Empowerment Center (912) 615B Pine St., Cambridge, MD. **Summer Program Group Counselor.** **Duties:** Lead a group of 10 to 12 children ages 10-12, work with an assistant. **Dates:** July 8th to Aug. 15th - Monday to Thursday - 8:30 to 3:00 (26 hours/week)/ **Salary:** \$10 per hour The days consist of morning academics with afternoon activities including arts and crafts, motor activities, music, games etc. Once a week: movie, pool day, field trip. For more information contact: Joyce Green – 443-477-2572. (Date listed: 4/5/19)

Fastenal (1002) Easton, MD. **Sales Support** (MWE Job Order #984336); **Sales Associate, Part-Time** (MWE Job Order #984334). Apply online at: <https://careers.fastenal.com>. (Date listed: 5/2/19)

Flight Helmet, LLC (1043) -Small Business in Easton MD looking to hire **customer service, marketing, administrative, and accounting staff.** Our growing business is looking to hire qualified employees to fill two open positions to facilitate growing our business even further and to replace retiring personnel. Position 1 is a new position and would be focused on Customer Service and Marketing with tasks that would include: answering customer phone calls and emails with answers on product availability, order status, assist customers with placing orders on our website, greeting occasional walk-in customers. This person would also be responsible for creating written and photographic content for our company website and blog, social media including Instagram, Facebook, Pinterest, direct email marketing, customer contact list management, collecting and communicating with trade show customer and vendor contacts, marketing coordination with affiliated companies, magazine advertising, creating collecting and utilizing results from customer surveys, management of website visitor tracking data, and other related marketing and customer service tasks. Position 2 would also include answering customer phone calls to take orders and answer product questions, but would also be responsible for taking over the tasks of a retiring employee that include ordering supplies and stock, managing supplier information, billing and invoicing for orders before they are shipped, receiving mail and paying bills, filing, emails, management of other employees, and other general office management. Employees hired for either/both positions will receive on the job training about our company's products but should be familiar with skills, software and applications related to their tasks (MS Outlook, Word, Excel, QuickBooks, MivaMerchant/Ecommerce, social media platforms, Google Analytics, Mailchimp and/or Constant Contact, etc. All candidates should have a willingness and ability to learn, be organized and detail oriented, have a strong work ethic and a positive attitude to provide a positive customer service experience, and be energetic and enjoy

working in a fast paced environment. Interested candidates should apply by sending their resume and/or letter to: owner@flighthelmet.com. When applying please identify which position you are applying for and include a statement or description about your interest in the position and your job or education experience and skills related to that position.(Date listed: 5/9/19)

Food Lion (997) Stevensville, MD. Now hiring the following: **PT Sales Associates (cashiers); PT Produce Associates; PT Quality Assurance; PT Deli/Bakery (must be 18+)**. Please apply on our [Food Lion Website](#), at the store at 300 Thompson Creek Mall, Stevensville, MD 21666, or call 410-643-9687. Onsite Interviews will be conducted. (Date listed: 4/30/19)

The Great Gourmet (957) Federalsburg, MD. **Forklift Driver** (JO#980132). To apply email resume to: kim@thegreatgourmet.com. (Date listed: 4/18/19)

Harvesting Hope Youth and Family Wellness, Inc. (996) is a not for profit agency. We provide onsite, school based and off-site behavioral health treatment to clients age 3 through the lifespan. We are seeking dedicated and driven full time and part-time **Mental Health Therapists (LCPC, LMFT, LCSW-C)**. We are only able to consider LCPC, LMFT, and LCSW-C candidates. Part-time positions must commit to 15 client hours a week and full time must commit to at least 25 client hours per week. Therapists are free to make their own schedule which must include evening hours at least one day out of the week. The Full Time Contractual Position with several benefits. The Mental Health Therapist position offers: •10 days of paid leave; •Guaranteed salary; •Teletherapy option; •Flexible schedule; •Administrative support. Qualifications and Requirements for the Mental Health Therapist position: •Master's Degree in Social Work, Counseling, Psychology or a related discipline. •Individual Liability Insurance. •Active Independent license (LCPC, LMFT, LCSW-C, PsyD). •Knowledge of the mental health treatment process- completing intakes, developing treatment plans, applying mental health therapy techniques, monitoring progress, documenting progress, and using evidence-based tools to measure progress. •Ability to manage a caseload. •Ability to maintain appropriate boundaries with clients while still building a good rapport. •Excellent communication skills. Responsibilities for the Mental Health Therapist position: •Provide evidence based mental health treatment to clients age 2 through the life span. •Maintain total confidentiality and adhere to HIPPA law •Conduct individual, family and group therapy. •Develop treatment plans and monitor treatment progress. •Complete appropriate documentation in the EHR system daily. •Assess client's needs and refer to community resources. •Collaborate with client supports-family, schools, community programs. •Communicate with clinical director regarding treatment progress and client's needs. •Complete CEUs per their licensing board and Maryland COMAR requirement. •Attend scheduled meetings and performance evaluation process. Contact Omeaka @ 443-351-4846 or Omeaka@harvestinghopeinc.org. (Date listed: 4/30/19)

Harvesting Hope Youth and Family Wellness, Inc. (993) is a not for profit agency. We provide onsite, school based and off-site behavioral health treatment to clients age 3 through the lifespan as well as youth and family development programs. We are seeking a dedicated part-time **Front Office Assistant**. Competitive pay raises and full-time position are expected as the practice grows and mastery of position is acquired. We are seeking a **Medical Receptionist** to become a part of our team! You will perform routine administrative and clinical assignments to keep the medical facility running smoothly, Manage the front desk, Answer phones, Assist visitors upon arrival, Heavy filing and data entry. Responsibilities: •Handle all administrative duties in a timely manner. •Perform routine clinical tasks to support clinical staff. •Assisting therapists with day to day duties such as faxing, copies, etc. •Communicate with insurance companies for proper billing procedures. •Maintain confidentiality at all times based on HIPPA standards. •Other tasks and duties as needed. Qualifications: •Previous experience in healthcare administration or other related fields. •Knowledge and/or experience in counseling/mental health environments. •Schedule the patients for all therapists. •Familiarity with medical billing procedures. •Strong organizational skills. •Ability to thrive in a fast-paced environment. •2+ years experience in front office setting is required. •Knowledge of Excel, Word and Google products. •Excellent communication skills. •Computer savvy. •Energetic, upbeat and positive attitude. •Able to pass a

criminal background and drug test. •Must have a valid driver's license. Contact Omeaka @ 443-351-4846 or Omeaka@harvestinghopeinc.org. (Date listed: 4/30/19)

Hertrich of Easton (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at www.hertrichcareers.com. Do you have what it takes to be a SUCCESSFUL Hertrich Automotive Sales Consultant? Read on to find out- What do Hertrich Auto Sales Associates do? At all of Hertrich Family 17 Dealerships, in the tri-state area and along the Eastern Shore, our Auto Sales Reps work with customers through every step of the auto buying process. The proven Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate / Sales successful steps include: •Communicating to auto customers what makes Hertrich unique. •Spending time with guests to determine their car and truck needs. •Presenting vehicles for test drives. •Demonstrating all available automotive models, features, and benefits to the customers' auto needs. •Develop a creative and successful strategy for every vehicle sale. •Maximize profitability in each and every car and truck deal. •Ensure that every Customer is completely satisfied with their automotive purchase experience. •Complete accurate paperwork and computer entries for all clients. •Follow up with new and existing automotive customers and clients. •Perform other duties as assigned by Management. What does it take to be successful as a Hertrich Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate? (Read carefully because this is very important!). The requirements for earning up to \$100,000 annually are: •A strong ability to work with and relate to all types of customers and to earn their respect. •Self-motivation and driven desire to be the very best automobile Sales Associate! With consistently strong customer service, Hertrich Sales Consultants can advance to management positions and various opportunities throughout the organization with a proven successful work ethic. •Must be dedicated to finding the right vehicle for every customer. •Exceptional speaking, writing and active-listening skills. •Good computer skills. •A PASSION FOR SELLING in a Team oriented environment! Is there anything else you need know? YES-- •You MUST be able to work a flexible retail schedule, including evenings, Saturdays, and some holidays. •High school diploma or GED required. •A valid driver's license is required with few to no points. •GREAT ATTITUDE & SMILE each and every day. Don't Forget... The Hertrich Family of Dealerships, along with our Collision Centers, is a family-owned and operated organization with a strong financial foundation in our communities for over 50 years in the automotive industry. We represent the most complete line of multi-franchise dealerships in Delaware and the Eastern Shore area and have over 16 locations and 3 Collision Centers in the tri-state area. Our associates enjoy a fast-paced culture with top salaries and incentives, paid vacations, on-going training for longevity, bonuses, 401k with company match, employee purchase discounts, Medical, Dental, Vision, Disability, Life Insurance and more. "Offers of employment are conditional. Candidates must successfully complete a Pre-Employment Drug Screening, Criminal Background Check, and Motor Vehicle Record Check. A criminal record will not automatically disqualify an applicant from employment. We are a drug-free workplace. We are an EEO/ AA employer. Job seekers will be given consideration without regard to their disability or protected veteran status." (Date listed)

Interstate Container (1011) Current Openings. **General Helpers** (JO#985610). Fill out Interstate Container application at any One Stop. Interstate Container (Division of DS Smith) is a corrugated box manufacturer on the Eastern Shore of Maryland. (Date listed: 5/3/19)

Job Fairs (782) Upcoming Job Fairs and Events - Workforce Development & Adult Learning – Click [HERE](#). (Regular updates to list)

Kent Center (1016) 215 Scheeler Road, Chestertown, MD 21620. **Bus Driver (PT)** (See MWE Job Order #986546 for details). Apply in person at address above or email Resume to jwhite@kentcenter.org. (Date listed: 5/6/19)

Kent County Department of Social Services (1047) Office Services Clerk – Contractual. Kent County Department of Social Services, Chestertown, MD is recruiting for a full-time Office Services Clerk to support the Agency as its receptionist. This is a State of Maryland contractual position with limited benefits. For the full job description, salary information, qualifications, and to apply, visit www.jobaps.com/MD/. Filter your search by "Department of Human Services" to locate recruitment #19-001376-0054. **Application deadline is May 22, 2019.** (Date listed: 5/9/19)

Kent County Public Schools (956) Rock Hall, Maryland. Accounts Payable Secretary.
Education: Bachelor's or Associate's Degree preferred. High School Diploma or Equivalency Certificate required. Experience: Three (3) years of progressive clerical accounting experience "or" any equivalent combination of education and experience that provides the required knowledge, skills and abilities to perform the work of this position. Knowledge, Skills, and Abilities: The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions. •Demonstrated ability to effectively work and communicate with diverse populations. •Proficient with computer based financial systems. •Ability to employ business technology tools (e.g. Microsoft Office Suite, calculator, copiers, E-mail). Physical Requirements: Sufficient manual dexterity to enable operation of computer keyboards; ability to communicate well verbally and in writing; good vision and hearing, with corrective devices if necessary. Position often requires extended periods at a desk, performing repetitive tasks. Position requires occasional lifting of boxes up to 25 pounds. **APPLY HERE.** (Date listed: 4/18/19)

The Kent Narrows Boatel (973) "On the water in Kent Narrows, MD". Assistant Manager – F/T. Brand new high and dry indoor marina on the Kent Narrows. This is a great career opportunity for the right individual looking to work around the water and continue with their college education. This is a well-paying, fun job working around people who enjoy boating. Assistant Manager will be responsible for: •Meeting and greeting customers; •Managing ships store including all sales; •Some Bookkeeping using QuickBooks; •Managing customer contracts, accounts receivable & accounts payable; •Answering phone calls; •Maintaining cleanliness of store front. Job Description: The assistant manager is a very important member of our team. The Assistant Managers position is responsible for meeting and greeting customers, setting up all accounts and storage agreements, maintaining the store and managing our Point of Sale system. The assistant manager is also responsible for initial inputting of customer information into our QuickBooks and BoatCloud systems and managing these accounts. The Assistant Manager is also our bookkeeper, responsible for accounts receivable and accounts payable utilizing the QuickBooks software program. Qualifications: Some retail experience a plus. 21+ years old – (required for liquor sales). Quickbooks experience a plus but not required – We will train the right person willing to learn. Flexible work schedule - Must be able to work at least one weekend day during the summer. Must be physically fit and presentable - Outgoing personality. Some boating background a plus. If interested, please forward your resume to office@kentnarrowsboatel.com. (Date listed: 4/24/19)

LaMotte (1020) 802 Washington Avenue, Chestertown, MD. Production Lab Manager (Refer to MWE Job Order #986487); **Production Manager – Test Strips** (Refer to MWE Job Order #986488); **UDV QC Tech** (Refer to MWE Job Order #986492); **Regent QC Tech** (Refer to MWE Job Order #979038); **Receiving/Warehouse Floater** (Refer to MWE Job Order #981734). APPLY: www.lamotte.com. (Date listed: 5/6/19)

Life Science Products, Inc. (1044) Project Coordinator/Construction Estimator. Work with a small group to gain knowledge and apply construction products estimating and coordination from start to completion. Read and interpret blueprints, accurate measurement and product need evaluation, collect information to develop detailed and accurate quotes. Work closely with sales personnel, clients, and internal personnel. Ability to use math and proper language for professional and accurate presentation. Must be competent in MS Word and MS excel, follow departmental policy and ensure accurate and detailed work. Minimum of high school

education with 2 years transferable experience. Position located in Chestertown. Fantastic Benefit Package. Full-time. Experience: •MS Office and Excel: 3 years (Required); •Blueprint interpretation: 1 year (Preferred); •Estimating: 1 year (Preferred- not required). Call 410-778-6474 for information and an application. (Date listed: 5/9/19)

Livingston Septic Service (966) is hiring a **CDL Truck Driver**. We are looking for a CLASS B driver with experience pumping and hauling. Selected candidates will have solid experience and a clean driving record. Work will take place primarily in Talbot, Caroline, and Dorchester Counties. Resume, if available, can be sent to abryan@bryanandsons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. Drug-free environment. For additional information, please call our office at 410-745-2711. (Date listed: 4/22/19)

Livingston Septic Service (965) is seeking a **Laborer** proficient with a shovel and a rake to assist with septic maintenance projects. The person selected for this position must be able to lift over 50lbs. with ease and work in the field under all conditions. A valid MD Driver's License is required. Resume, if available, can be sent to abryan@bryanandsons.com, or an application can be filled out at our office at 7140 Barkers Landing Road, Easton, MD. Drug-free environment. For additional information, please call our office at 410-745-2711. (Date listed: 4/22/19)

Lowe's (991) Easton, MD. **CSA II-Cash Office** (JO#983980); **Sales Specialist-Flooring** (JO#983988); **Operations ASM** (JO#983992); **Cashiers** (JO#952857); **Garden Center Employee** (JO#940635); **Night Stockers** (JO#940629); **CSA ProServices IV** (JO#971652); **Sales Floor Seasonal** (JO#940644). Apply on line at www.lowes.com/careers. (Date listed: 4/29/19)

Maryland Career Consortium (998) **Career Fair 2019. Friday, June 7, 2019 – 11:30am-3:30pm**. The 2019 MCC Career Fair will feature opportunities for experienced professionals, recent graduates and student interns. Connect with over 140 of the top employers in the region. Venue: Morgan State University, Talmadge L. Hill Field House, 1700 East Cold Spring Lane, Baltimore, MD 21251. Contact: 410.931.8100. admin@marylandcareerconsortium.org, www.marylandcareerconsortium.org. (Date listed: 5/1/19)

The Maryland National Capital Park Police (940) is hosting their **3rd Annual Regional Law Enforcement Career Fair on May 10, 2019**. The Career Fair will have over 45 law enforcement agencies from Maryland, Virginia, Delaware, Pennsylvania, and New York City. These agencies are looking to hire hundreds of new police officers, special agents and state employees. Last years' event drew approximately 400 career seekers! So if your students are looking to start their career in law enforcement, this is the event to attend. This Career Fair is a great way to meet recruiters and familiarize your students with law enforcement. FREE tickets are available on Eventbrite and Facebook. (Date listed: 4/11/19)

Maryland Plastics, Inc. (1036) Federalsburg, MD. **Graphic and Web Design Coordinator** (JO#987697). Looking for a motivated graphic design marketing professional to join our staff immediately. Will be responsible for all graphic design work, website maintenance, digital, email and social media marketing, ownership of custom printing sales department, product management, photography, advertising and trade show management. Must have proficiency in Adobe Photoshop and Illustrator. Coding is helpful but not required. Attention to detail and a positive attitude are required. To apply email resume and sample work to: gnwiii@mdplasticsinc.com. (Date listed: 5/8/19)

Maryland Transportation Authority (MDTA) (979) Chesapeake Bay Bridge (William Preston Lane Memorial Bridge), Stevensville, MD. **Heavy Equipment Maintenance Technician I** (Refer to MWE J.O. #982196). Apply www.mdot.maryland.gov/employment. (Date listed: 4/25/19)

Merry Maids (1018) 410-430-7729. New Easton office is hiring **House Cleaners** (JO#985772) Apply on line at: <https://www.merrymaids.com/salisbury/about-us/careers/>. (Date listed: 5/6/19)

MidShore Surgical Eye Center (1045) 8420 Ocean Gateway, Easton, MD 21601. Nursing opportunity – every Wednesday. Surgeons: Derrick Shindler, MD and Joe Navaleza, MD. **Requirements:** •A nice smile; •The ability to laugh; •Reliability to show up every Wednesday; •A current nursing license; •Efficiency with starting IVs. Email: dottie.faulkner@me.com. **Apply by: July 1st, 2019.** (Date listed: 5/9/19)

Milano's Pizzeria (1001) 6346 Church Hill Rd, Chestertown, MD. **Delivery Drivers** (Ref to Job Order 984774). (Date listed: 5/1/19)

Montgomery County (1035) To view the vacancy below, please click on the job title and you will be redirected to the complete position. **Resident Supervisor I: IRC37427** – **Closes May 22, 2014**; Equivalency: An equivalent combination of education and experience may be substituted. **Community Corrections Intern** – **Closes July 4, 2019**; **Correctional Dietary Officer II: IRC33905** – **Open Until Filled**; **Correctional Health Nurse :IRC35268** – **Open Until Filled**. To search available opportunities and to apply on-line follow this link: [Montgomery County Careers Website](#). (Date listed: 5/8/19)

Nanny/Family Assistant – Part-Time (871) We are looking for assistance with our 3 children at our home in Chestertown. We have 8 year-old twins and a 5 year-old. Duties include help with homework, dinner and bedtime routine. Some weekend hours possible too. Also looking for assistance during daytime when children are in school with tidying up and organizing clothes, toys, linens, and household supplies. To apply or discuss, please call Therese at 301-693-8359. (Date listed: 3/27/19)

NRL & Associates (963) 245 Log Canoe Circle, Suite I, Stevensville, MD 21666. **General Production** (Refer to MWE Job Order #874752); **Assembler** (Refer to MWE Job Order #874755); **Machine Operator** (D/N Shifts) (Refer to MWE Job Order #874762); **Setup Operator** (Refer to MWE Job Order #874759); **Programing** (Refer to MWE Job Order #874758); **Quality Assurance Inspector** {Night Shift} (Refer to MWE Job Order #874766). APPLY www.nrlassoc.com/employment/. (Date listed: 4/22/19)

Parker Counts Law (968) Established Eastern Shore law firm seeks a full time estates and trusts paralegal. Requires strong communication skills and proficiency in Microsoft Word and Excel. Experience in Quicken or Quickbooks preferred. Please send cover letter and resume to: Carol Rawlings, 129 N. Washington Street, Easton, Maryland 21601. crawlings@parkercountslaw.com. (Date listed: 4/23/19)

Paul Reed Smith (239) PRS has openings for: *Accounts Receivable Accountant, Manufacturing - 2nd Shift, Manufacturing-1st Shift*, View these and other available positions at <https://www.prs guitars.com/careers/> (Date Listed: 3/28/19)

Pecometh Camp & Retreat Ministries (1028) located in Centreville, MD. **Summer Camp Staff**. This is a challenging and rewarding opportunity to work with kids in an outdoor Christian camp setting. Great for college-aged individuals looking for a better-than-average summer job! Positions Open: Counselors, maintenance, office assistant, adventure crew, pool manager, and life guards. Staff must have graduated high school by June or be at least 18 years of age. All staff MUST be available June 9-14, 2019 for Staff Training Week. All positions are Sunday through Friday including overnights. Contracts vary in length depending on position, required training, and availability. Dates may begin as early as the end of May and may continue until the end of August. Visit www.pecometh.org/summer-staff to apply. (Date listed: 5/7/19)

Pecometh Camp & Retreat Ministries (1029) Centreville, MD. **Guest Services Coordinator**. This position is responsible for assisting the Director of Retreat Ministry with guest services from inception through event completion. The successful candidate will have: Great communication and hospitality skills, PC skills to manage reservation software, and ability to work on a mission-focused team. Full-time position. The salary range is \$25,000-\$30,000 annually,

depending on experience, plus health care and dental. Pension is available after one year. Interested candidates should send a resume to Richelle Darrell (richelle@pecometh.org), Director of Retreat Ministry. (Date listed: 5/7/19)

Protenergy (1004) Cambridge, MD. **Filler Operator** (JO#931239); **Production Supervisor** (JO#931237); **Aseptic Service Engineer/Specialist** (JO#950735); **Quality Assurance Coord.** (JO#976895); **Material Planner** (JO#976902); **Quality Assurance MGR.** (JO#985087). Email resume to: cdelaney@us.protenergyfoods.com. (Date listed: 5/2/19)

Queen Anne's County (1015) **Airport Ramp Attendant** (JO#986506); **Maintenance Worker I** (JO#986509); **Civil Engineer I** (JO#935973); **Deputy Sheriff (Non-Certified)** (JO#897072); **Deputy Sheriff (Certified)** (JO#897074); **Deputy Sheriff Cadet** (JO#897067); **Senior Camp Counselor** (JO#954071); **Camp Director** (JO#954083); **Camp Counselor** (JO#954077); **Guest Services Associate** (JO#954088); **Facility Technician I** (JO#954092). Applications are available from Queen Anne's HR Department, 107 N. Liberty St., Centreville, MD 21617. www.qac.org. (Date listed: 5/6/19)

Queen Anne's County (1014) Centreville, MD. **Airport Ramp Attendant.** Provides general maintenance and administrative duties, general assistance with parking aircraft, fueling aircraft, and assisting airport customers. [View Job Details](#). (Date listed: 5/6/19)

Queen Anne's County (976) Centreville, MD. **Maintenance Worker I.** This entry-level position performs a range of manual labor tasks in support of County park maintenance and development activities. Under close supervision, performs general park maintenance work, involving some responsibility, complexity, and variety, to perform general grounds maintenance and routine building maintenance at County Parks properties and facilities. [View Job Details](#). (Date listed: 4/24/19)

Queen Anne's County (892) **Fiscal Accounts Clerk II.** Queen Anne's County Dept. of Health is seeking a two FT Contractual Fiscal Accts Clerk II, \$14.04/hr w/ 2yrs exp reviewing, verifying, recording, adjusting and balancing financial transactions. HS diploma/GED. Highly desirable to be proficient in Excel. E.O.E. Please [APPLY HERE](#). (Date listed: 4/1/19)

Queenstown Bank (1046) **Credit Analyst I** (MWE Job Order #976341). Apply online at: <https://www.Queenstownbank.com>. (Date listed: 5/9/19)

Queenstown Bank (967) has an excellent opportunity for a full-time **Credit Analyst**. This position is responsible for performing a variety of duties to support the Credit Department of which the following are illustrative: Analyze financial and related data to determine credit-worthiness of the prospective customers and the merits of the loan request for commercial borrowers and to monitor trends in performance; Maintain credit files on-going to ensure that background and historical data, financial statements, tax returns, loan commitments, collateral, correspondence and other supporting documents are included and current; Assist with the maintenance of credit files and status reports on large borrowers; Prepare reports regarding the overall quality of the loan portfolio; Prepare commercial commitment letters; Review of large borrowing relationships; Review of residential and commercial appraisals; Prepare loan packages for review by Officers Loan Committee and Board Loan Committee. Knowledge, Skills and Abilities: AA Degree in Accounting or Business desired. Solid analytical skills with a background in loan underwriting, administration, and operations desired. Excellent verbal and written communication skills. Exceptional listening and communication skills. Familiarity with related laws and compliance administration. Proficient computer skills including Microsoft Word, Excel and Outlook. Strong organizational, problem-solving, and analytical skills. Acute attention to detail. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Ability to manage priorities and workflow. Physical Requirements: Mobility sufficient to perform activities required of the position. Manual dexterity for the functional operation of office equipment such as computers, calculators, etc. Ability to actively engage in necessary communication with both internal and external customers. We offer competitive wages, excellent

benefits and the opportunity for growth. Applications are available on our website, www.queenstownbank.com or at any branch location. Completed applications and resumes may be e-mailed to HR@Queenstownbank.com. Queenstown Bank is an Equal Opportunity/Affirmative Action Employer. (Date listed: 4/23/19)

Sail Selina II (984) St. Michaels, MD. **First Mate for 2019 Season** (JO#929376). To apply email resume to: sailselina@aol.com. We are looking for an able bodied, clean cut, first mate for the six month 2019 season starting now and sailing until the end of Oct. We take five 2hr trips daily with up to six guests aboard. You must be able to pull up a very heavy sail and comfortable walking on deck aboard a sailboat. No experience needed, just a love of the area and enjoy working with people. We are known for our customer service so a smile and friendly disposition is a must. We serve adult beverages to our guests so enjoying passing is a plus. Job involves lots of cleaning, handling dock lines, helping guest's board and disembark, set-up and break down the boat daily, polishing brass, and steering from time to time. Other duties will be changing the oil, changing zincs, scrubbing the water line, washing the boat, regular wipe downs both above and below decks. The boat is a 1926 historic yacht 44' long gaff rigged sloop, the largest surviving of any of the cat boats built so she is roomy and stable. If you have a need for speed this is not your gig. If you like beautifully restored mahogany and brightly polished bronze you are going to love this opportunity to sail the Miles river off the Chesapeake Bay. There are no accommodations aboard for crew live-aboards. Lots of info at www.sailselina.com and read our reviews on Trip Advisor. Compensation: full time (5 days/wk) = \$2,980/mo plus + split tips(tips approx \$400/wk). Also looking for a part time crew 1 to 2 days a week. To apply, contact Capt. Iris at 410-726-9400 or sailselina@aol.com. (Date listed: 4/26/19)

St. John Outlet (1030) Queenstown, MD. Seeking Sales Associates, Apply in store or online at <https://www.stjohnknits.com/careers>. St. John Knits is an equal opportunity employer. Any questions, contact Amy at 410.827.5600. (Date listed: 5/7/19)

ScribeAmerica (658) Now hiring **Medical Scribe** position. ScribeAmerica hires and trains anyone interested in a career in medicine. We provide paid classroom and clinical training in the medical department to prepare applicants to be medical scribes. The role of the scribe offers exciting first-hand experience in the medical department and full one-on-one shifts working with board certified physicians. The job is second to none for exposure to medicine, disease processes, medical decision-making and procedures performed in the medical department. We are looking for motivated, loyal applicants who have a passion for learning about the medical field to join our team. If you are looking to be a part of a professional medical scribe team, please apply directly at www.scribeamerica.com/apply today. (Date listed: 2/6/19 Update 4/2/19)

Shore Bancshares (958) Easton, MD. **Personal Banker** (MWE Job Order #979576). Apply online at: <http://www.americasjobexchange.com>. (Date listed: 4/18/19)

Shore Bancshares (947) Easton, MD. **Loan Assistant** (MWE Job Order #978290). Apply online at: <http://www.americasjobexchange.com>. (Date listed: 4/15/19)

Smokehouse Grill (945) Full Service Catering. Looking for a great summer job, Smokehouse Grill Catering is now hiring for summer 2019 positions. Call 410.643.6851. Email your resume to thesmokehousegrill.com. Bartenders; Event Wait-staff; Grill Masters; Chefs; Kitchen. Starting pay is \$12/hour plus gratuities. Working for Smokehouse Grill Catering will include the wedding industry, culinary industry, bartending, event planning, coordination & production. Most events are weddings on Friday's, Saturday's & Sunday's. Some weekday events are available. We provide on-site training. (Date listed: 4/12/19)

State Farm Insurance (1042) 210 Castle Marina Rd, Chester, MD 21619. <https://statefarm.com>. damienwilliams@statefarminsurancefirm.com. (410) 643-5508. We are seeking a dynamic **Office/Administrative Assistant** for part-time work, up to 20 hours per week/\$18.00 per hour. Duties include, but aren't limited to: -Handling Accounts Payable/Receivables; -Purchasing products; -Coordinating product shipping and receiving; -Answering

phones; -Receiving mail; -Ordering office supplies. Having an understanding of QuickBooks Pro is a plus, but is not necessary. Running errands is necessary within this role - including picking up samples, making small deliveries/returns. Please reply with resume. You will be working pretty independently most days, so this is a super important quality to have Task-Oriented, with the ability to initiate the follow-through for task completion. Highly Organized and Detail Oriented - The ability to organize your workflow and prioritize accordingly. (Date listed: 5/9/19)

State of Maryland (982) MDH Local Health – Caroline County - **Licensed Practical Nurse II** – Full-time contractual. Recruitment #19-004247-0008. Date Opened: 4/25/2019. Filing Deadline: 5/16/2019 11:59:00 PM. Salary: \$16.90 - \$21.73/hour. For more information and to apply, click [HERE](#). (Date listed: 4/26/19)

Symphony Village (1033) **Community Association Assistant General Manager** – Centreville, MD. Assistant General Manager position available at an age restricted community in Centreville, MD consisting of 395 homes. Responsibilities include management, administrative, scheduling, and assisting residents and committees. Must have a positive attitude, the ability to multi-task and work in collaboration with others. Must obtain a working knowledge of the Association Documents. Ensure that all services are completed to meet the goals and objectives of the Association. Assist in the management of the facilities and monitor and assist vendors/contractors. Must be proficient with computers and Microsoft Word and Excel programs. Must complete the duties of General Manager in their absence. Two years' experience in the Community Association Management field and some college preferred; interpersonal skills, time management, problem solving and communication skills are required. This position offers a generous benefit package to include health and dental insurance, paid leave, paid holidays, and 401K after the probationary period. Please send your resume to the General Manager at gm@symphonyvillagehoa.com. (Date listed: 5/8/19)

Talbot County Social Services (987) is recruiting for a full time **Social Worker in the Child Protective Services Unit**. This position is responsible for conducting screening and intake services for referrals that come into the agency either by phone or in person. Apply on-line at workformaryland.com for Casework Specialist (unlicensed); Social Worker I, Family Services or Social Worker II, Family Services (based on years of experience). Indicate Talbot County for the employment location. Starting salary for Social Worker I is \$54,500 and Social Worker II is \$58,139. (Date listed: 4/29/19)

Target (995) 28539 Marlboro Ave, Easton, MD. Team Members Needed: **Food and Beverage Expert** (JO#984059); **Style Team Leader** (JO#984061); **Starbucks Barista** (JO#984062); **Electronics TM Plus Mobile** (JO#984068); **Front of Store Attendant** (JO#984070); **Inbound Expert** (JO#984074); **Electronic Team Member** (JO#984141); **Visual Merchandiser** (JO#984212); **Electronic Team Member** (JO#984141); **Apparel & Accessories Team Member** (JO#966660); **Guest Service Team Member** (JO#984076); **Target Security Specialist** (JO#984075). To apply: <https://jobs.target.com>. (Date listed: 4/30/19)

Target (951) Easton, Maryland. Looking for a part time job or a career? Come join our team. Basic Job requirements: •Create an amazing and friendly experience for every guest; •Stay current on sales and product knowledge; •Be able to lift 40 lbs; •Maintain company standards. We offer great pay and benefits including: •10 % discount at Target and Target.com + an additional 20% off fruits & veggies, Simply Balanced and C9 merchandise (+ 5% more with a Target REDcard). •Market competitive pay. •A variety of schedules offered, including weekend only availability. •Check out targetpayandbenefits.com for even more. Interested? Apply online at Target.com/careers or call Hannah or Tyler at 410- 770-6180 for more Information. We can't wait to meet you. (Date listed: 4/15/19)

TEKsystems (952) Hanover, MD. **Business Operations Associate**. Please click on the following link for job description and to apply. <https://careers-teksystems.icims.com/jobs/1185/business-operations-associate/job>. (Date listed: 4/16/19)

Today For You (1038) Easton, MD. **Lawn Maintenance Laborer** (JO#987068). Hours: Monday thru Friday, occasional Saturday, 7:00 - 4:00, but may go into overtime. Salary starts at \$14.00/hour and/or based on experience. Own transportation is desirable, but not required. Experience preferred, but not required. To apply email resume to cathybrice1112@yahoo.com. (Date listed: 5/9/19)

Tommy Bahama (946) Queenstown Outlet R-15244. **Sales Associate**. LIVE THE ISLAND LIFE. Tommy Bahama is more than just an island inspired brand, it's a lifestyle! Live the Island Life as an ambassador of our brand, representing the season's stylish trends. We look for those who are passionate about growth as we offer a variety of rewarding positions, from sales to management. You will play an important role in our store leadership, inspiring your team to work together to achieve our goals, create an environment of aloha fun, while exceeding guest expectations - taking them someplace great. Come join us, share knowledge on latest designs and provide guest with world class service! BE THE ISLAND GUIDE. •Create a relaxed destination – Genuinely greet all guests with a friendly smile, select and help locate or obtain merchandise based on guest needs and desires. •Set the course – Learn, reference, and share current product knowledge with our guest; providing prompt recommendations and professional service to enhance their shopping experience (e.g. fit, fashion wardrobing advice and suggesting add-ons). •Build the perfect oasis – Emphasize brand direction and seek opportunities to inform guest of current marketing programs and upcoming events. •Onboard your crew – Actively participate in all store-related meetings, working towards exceeding sales and service performance goals set by store management. ESSENTIALS FOR LIFE IN PARADISE. •You have 2+ years of Guest and Sales experience. •You have a "get things done" mindset. •You are a natural collaborator and are able to identify opportunities and take initiative. •You have a High School diploma or GED. •Willingness to perform other duties as required that are necessary to support the business. ESSENTIAL PHYSICAL REQUIREMENTS. •Lift and/or move up to approximately 50 pounds frequently. •Bending/stooping/kneeling required – frequently. •Climbing ladders – occasionally. •Routine standing for duration of shift (up to 8 hours). •Ability to work varied hours and days including nights, weekends and holidays as needed. Mahalo (thank you) for your interest in Tommy Bahama! https://oxford.wd5.myworkdayjobs.com/en-US/TommyBahamaUS/job/QueenstownMD---Queenstown-Outlet/Sales-Associate_R15244-1. (Date listed: 4/12/19)

Town of Centreville (938) **Utility Worker** (Seasonal Part-Time). Department of Public Works. The Town of Centreville is a customer-focused local government. The Town offers an attractive salary and pleasant working conditions in the County Seat of Queen Anne's County on Maryland's Eastern Shore. The Utility Worker position assists with maintenance of the Town's streets, parks, water lines and sewer mains for the Town of Centreville. Responsibilities Include: fixing potholes, painting parking lines and operating equipment. Applicants should hold working knowledge of: the operation of trucks, the care and routine maintenance of such vehicles and gasoline engines; Traffic regulations of the State of Maryland, and possess the ability to follow directions. Minimum Qualifications: This position requires a valid Maryland Driver's License and clean driving record. Starting salary is \$13.68/hr. Applicants should submit an application via email to kebaugh@townofcentreville.org, by fax 410-758-4741 or mail to 101 Lawyers Row, Centreville, MD 21617. **Applications will be accepted until the position is filled.** For further information, please contact Krystal Ebaugh, Human Resources Manager at 410-758-1180, or visit the Town website www.townofcentreville.org. EOE. (Date listed: 4/10/19)

Town of Centreville (937) **Utility Worker** (Full-Time). Department of Public Works. The Town of Centreville is a customer-focused local government and offers a competitive salary, benefits package and pleasant working conditions in the County Seat of Queen Anne's County on Maryland's Eastern Shore. This position assists with maintenance of the Town's streets, parks, water lines and sewer mains. Responsibilities Include: fixing potholes, painting parking lines and operating equipment. Applicants should hold working knowledge of: the operation of trucks, the care and routine maintenance of such vehicles and gasoline engines; Traffic regulations of the State of Maryland, and possess the ability to follow directions. Minimum Qualifications: High

School Diploma or GED preferred. This position requires a valid Maryland Driver's License, the ability to pass a Dept. of Transportation physical exam, and ability to obtain a Commercial Driver's License. An equivalent combination of education and experience may substitute for certain qualifications. Starting salary is \$13.68/hr with opportunity for growth. Full-time benefits include Health Insurance, Dental, Vision, Retirement Plan, Group Life Insurance, Short term and Long term Disability, Paid Holidays off, Accrued Vacation and Sick Leave, Personal Leave Days, Christmas club account and other voluntary benefits such as Flex Spending Accounts, Deferred Comp, Voluntary Life Insurance, and AFLAC. Applications should be submitted via email to kebaugh@townofcentreville.org, by fax 410-758-4741, or mail to Attn: Human Resources, 101 Lawyers Row, Centreville, MD 21617. Applications will be accepted until the position is filled. For further information, please contact Krystal Ebaugh, Human Resources Manager at 410-758-1180 or visit the Town website www.townofcentreville.org. EOE. (Date listed: 4/10/19)

The Town of St. Michaels, MD (1009) is currently accepting applications for **police officers**. Applicants must be certified by the MD police training commission. Competitive salary and superior benefits package, to include LEOPS retirement and take home cars. Please send resume and letter of interest to Chief Anthony Smith, P.O. Box 986, St. Michaels, MD 21663 or email asmith@stmichaelsmd.gov. (Date listed: 5/2/19)

Travelers (906) Claim Rep Trainee Outside Property- Easton, MD. Job ID: 18780BR. Job Category: Claim. Location: Salisbury, MD. Company Information: Solid reputation, passionate people and endless opportunities. That's Travelers. Our superior financial strength and consistent record of strong operating returns mean security for our customers – and opportunities for our employees. You will find Travelers to be full of energy and a workplace in which you truly can make a difference. Job Summary: This is an entry level position that requires satisfactory completion of required training to advance to Claim Professional, Outside Property. This position is intended to develop skills for investigating, evaluating, negotiating and resolving claims on losses of lesser value and complexity. Provides quality claim handling throughout the claim life cycle (customer contacts, coverage, investigation, evaluation, reserving, negotiation and resolution) including maintaining full compliance with internal and external quality standards and state specific regulations. As part of the hiring process, this position requires the completion of an online pre-employment assessment. Further information regarding the assessment including an accommodation process, if needed, will be provided at such time as your candidacy is deemed appropriate for further consideration. This job does not manage others. This job works under Close Supervision: Work is reviewed at several steps along the way. (Generally pertains to trainee positions.) Primary Job Duties & Responsibilities: Completes required training which includes the overall instruction, exposure, and preparation for employees to progress to the next level position. It is a mix of online, virtual, classroom, and on-the-job training. The training may require travel. The on the job training includes practice and execution of the following core assignments: Handles 1st party property claims of moderate severity and complexity as assigned. Establishes accurate scope of damages for building and contents losses and utilizes as a basis for written estimates and/or computer assisted estimates. Broad scale use of innovative technologies. Investigates and evaluates all relevant facts to determine coverage (including but not limited to analyzing leases, contracts, by-laws and other relevant documents which may have an impact), damages, business interruption calculations and liability of first party property claims under a variety of policies. Secures recorded or written statements as appropriate. Establishes timely and accurate claim and expense reserves. Determines appropriate settlement amount based on independent judgment, computer assisted building and/or contents estimate, estimation of actual cash value and replacement value, contractor estimate validation, appraisals, application of applicable limits and deductibles and work product of Independent Adjusters. Negotiates and conveys claim settlements within authority limits. Writes denial letters, Reservation of Rights and other complex correspondence. Properly assesses extent of damages and manages damages through proper usage of cost evaluation tools. Meets all quality standards and expectations in accordance with the Knowledge Guides. Maintains diary system, capturing all required data and documents claim file activities in accordance with established procedures. Manages file inventory to ensure timely resolution of cases. Handles files in compliance with state regulations, where applicable. Provides excellent customer service to meet the needs of the

insured, agent and all other internal and external customers/business partners. Recognizes when to refer claims to Travelers Special Investigations Unit and/or Subrogation Unit. Identifies and refers claims with Major Case Unit exposure to the manager. Performs administrative functions such as expense accounts, time off reporting, etc. as required. Provides multi-line assistance in response to workforce management needs; including but not limited to claim handling for Auto, Workers Compensation, General Liability and other areas of the business as needed. May attend depositions, mediations, arbitrations, pre-trials, trials and all other legal proceedings, as needed. Must secure and maintain company credit card required. In order to perform the essential functions of this job, acquisition and maintenance of Insurance License(s) may be required to comply with state and Travelers requirements. Generally, license(s) must be obtained within three months of starting the job and obtain ongoing continuing education credits as mandated. In order to progress to Claim Representative, a Trainee must demonstrate proficiency in the skills outlined above. Proficiency will be verified by appropriate management, according to established standards. Perform other duties as assigned. Minimum Qualifications: High School Diploma or GED and one year of customer service experience OR Bachelor's Degree required. Valid driver's license – required. Education, Work Experience & Knowledge: Bachelor's Degree preferred or a minimum of 2 years of work OR customer service related experience preferred. Job Specific & Technical Skills & Competencies: Demonstrated ownership attitude and customer centric response to all assigned tasks – Basic Verbal and written communication skills -Intermediate Attention to detail ensuring accuracy – Basic Ability to work in a high volume, fast paced environment managing multiple priorities – Basic Analytical Thinking – Basic Judgment/ Decision Making – Basic. The URL to apply: <https://careers.travelers.com/job/9069614/claim-rep-trainee-outside-property-salisbury-md-salisbury-md/>. (Date listed: 4/3/19)

Tri-Gas & Oil Co., Inc. (1021) Current openings May 2019: **HVAC Service Tech** (JO#986473); **HVAC Installation Assistant** (JO#986474); **Accounting Clerk** (JO#986470); **Transport Drivers** (JO#986471). To apply email resume to: careers@trigas-oil.com. (Date listed: 5/6/19)

Truxton Trucking (989) **CDL-A Truck Drivers** Caroline County Location (JO#983707). Recent Grads OK. To apply call 410-739-7175 for appointment. (Date listed: 4/29/19)

Turnbridge Point (980) is a wholesale and retail Bakery specializing in couture wedding cakes and pastries, full catering and event services and is boutique Bed & Breakfast. Co-Owned and operated by Chef Steve Konopelski, Turnbridge Point has two locations on the Eastern Shore of Maryland in Denton and coming soon to Easton! Chef Steve is known as a local celebrity after winning competitions on The Food Network. Currently hiring at both locations: Kitchen Porter, Cooks, Pastry Cook, Wait Staff, & Front of House. Fun environment, flexible hours and offering competitive wages based on experience! Apply today by emailing resume to info@turnbridgepoint.com any questions call 443-448-4782. (Date listed: 4/25/19)

UniSite Design, Inc. (882) is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. Please visit our online [Career Center](#). We are currently searching for qualified candidates for several positions including: A **Production Support Assistant** to provide administrative support to the Production and Engineering Departments. Works closely with the Engineering and Manufacturing Manager to ensure production runs smoothly and in a timely manner. Must be able to work independently in a fast paced environment while multi-tasking to assist with planning and organizing of manufacturing operations. A **Design Engineer** who works directly within the Engineering Department to support our manufacturing facility. They should have the ability to use computer aided design (CAD) modeling and finite element analysis (FEA) software to modify and test designs based on company standards. They are responsible for determining recycle content and performing weight calculations for products. The Design Engineer must demonstrate strong

engineering fundamentals. They work together with the Production and Maintenance Departments, Customer Service, and Art Department as well as other staff members. The Engineering Department spans the full spectrum of engineering from industrial design, to design engineering, to manufacturing engineering, to tool design. A **Quality Control Technician** that works closely with the Production and Engineering Departments to ensure quality of all incoming materials and components, work in progress, and finished product. The Technician must be able to work independently in a fast paced production environment. They are responsible for checking physical attributes, verifying dimensions, performing various quality tests, using independent judgment, and clearly documenting specific findings. A Machinist that works in our Maintenance Department to support production needs. The ideal candidate should have the ability to use specialty machine tools, such as lathes, milling machines, and CNC machining centers to produce precision parts. They must have the ability to fabricate and modify parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. They must possess the ability to write basic CNC programs, modify existing programs, and tend CNC machines. Daily activities will include receiving requests from production, engineering, and other departments for items to be made using specialty machine tools. Among other things, these requests will include custom robot welding fixtures, precision parts, and machine tooling. A **Maintenance Mechanic** that works directly within the Maintenance Department to support production. They perform routine preventative maintenance and ensure that industrial production equipment continues to operate at maximum productivity, quality, and safety. They diagnose, repair, replace and install industrial equipment and machine parts for conveyors, presses, shears, etc. The maintenance mechanic also performs regular facility and building maintenance. A **CNC Machine Tender** that works directly within the Maintenance Department to support Production. This position is responsible for daily tending of simple CNC processes for our Waterjet and Plasma machines. Daily activities will include receiving requests from Production, Engineering, and other departments for parts to be made. The machine tender must be able to measure parts and quality check them against engineering drawings and specifications. Candidates must be highly motivated, competent, reliable, safe and quality conscious. A **Power Tool Repair Technician** that works directly with the Maintenance Department to support Production. This position is responsible for providing routine preventative maintenance, stocking, and repairing of tools (hand, power, air) and tool systems throughout the factory. They issue and maintain tools, perform daily preventative maintenance (PM) on the air system, manage tool inventory, enter tool information into the asset tracking system, and assist other members of the electric shop as directed. Lastly, we are seeking individuals for various hourly **General Production Positions** (Welder/Material Handler/Loader-Unloader/Wood Assembler) to work in our Production Department. The candidates must be a highly motivated, competent, reliable, safe and quality conscious individual. Our manufacturing positions are physical so the candidate must be able to lift up to 50 lbs., stand for 8 hours, and work in warm conditions during the summer months. Please apply in person or online through our [Career Center](#). UniSite Design, Inc., 1105 Park Lane, Denton, MD 21629. UniSite Design, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. (Date listed: 3/28/19; Updated: 4/15/19)

USA Fulfillment (1037) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. **Full-Time Warehouse Material Handler.** USA FULFILLMENT is seeking an outstanding Team Member who is looking for an opportunity. This Team Member will always strive to be dependable, hardworking and punctual. The Warehouse Team Member must have the ability to work in a fast paced environment while maintaining the accuracy of the inventory to help achieve the daily tasks and deadlines that are given. Lift truck experience is helpful, but not necessary. All training will be provided by USA Fulfillment. Scheduled hours range from Sunday – Friday. 7:00am – 10:30pm. Full benefits available. Qualifications: Must be able to lift 50 lbs. consistently, ability to learn the Warehouse Management System, basic computer knowledge: Word, Excel, & email, ability to operate the Lift trucks safely, ability to travel heights of 25 feet, maintain inventory accuracy and strong math, problem solving, and time management skills. To apply, complete a full application at USA Fulfillment's offices between 8:30am and 3:00pm, M-F.

Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online to www.usafill.com. (Date listed: 5/8/19)

Upper Shore Veterans Job Club (1032) Guest speakers, local employers and a chance to discuss getting and keeping employment on the Upper Shore of Maryland. Veterans and eligible spouses are cordially invited – May 17, 2019 – 1pm-3pm (starting promptly at 1pm) – Talbot Career Center, 301 Bay St., Suite 301, Easton, MD. For more information call Gene Davis or Sharon Egerson at 410.822.3030. (Date listed: 5/8/19)

Valley Proteins (1007) in Linkwood, MD. Current Openings: **Diesel Mechanics** (JO#9852191); **Boiler Operator** (JO#985224); **Waste Water Operator** (JO#985226); **Production Workers** (JO#985228). To apply- email resume to: rparks@valleyproteins.com. (Date listed: 5/2/19)

WalMart (1005) **Cambridge, MD. Stockers-1 PM to 10 PM** (JO#949243); Cashiers (JO#949242); **Cart Attendants** (JO#985207); **Assemblers** (JO#974447); **Cap-1 Stockers-4 AM to 1 PM** (JO#985211). Veterans are encouraged to apply. Apply on line to: www.walmart.com/apply. (Date listed: 5/2/19)

The Whalen Company (1039) Easton, MD. **Administrative Production Assistant** (JO#987951). HVAC Manufacturer seeking organized assistant proficient in Microsoft Office to provide support to daily production operations, flexibility and willingness to learn a must, no manufacturing experience necessary. Salary DOE. Excellent benefit packet. Email resumes to: hr@whalencompany.com. (Date listed: 5/9/19)

Whitewood Assisted Living (1048) BEST PAY IN AREA! Overnight shifts primarily. **Caregivers** needed, full or part time. 10 minutes from Chesapeake College. Great working environment. Taking care of elderly residents in all aspects of care, having fun with them, cooking, light cleaning, activities and games. Various shifts available. Must be able to work some overnights. Clean criminal background, potential drug testing. Generous pay. NO EXPERIENCE NEEDED. No licenses needed. No CNA needed. Please email resume or summary of experience and desired pay rate to info@whitewoodassistedliving.com or apply in person to Whitewood Assisted Living, 112 Collier Road, Grasonville. (Date listed: 5/9/19)

Wild Birds Unlimited (1027) Join our team! The difference between Wild Birds Unlimited and other retailers goes far beyond what we sell. It is who we are. Enthusiasm, professionalism, informed advice and superior customer service are the hallmarks of our people. We will be opening up your locally owned new store in Easton, MD. We are currently looking for part-time **Sales Associates** who love working with nature and people. Candidates must be 18 years and older. Must be able to lift 20 pounds and have weekday and weekend availability. We will provide training. To request an application please email us at: wbueaston@gmail.com. We offer a variety of bird foods, bird feeders, bird houses and bird baths. We specialize in bringing people and nature together. (Date listed: 5/7/19)

Yankee Candle (1026) Queenstown, MD. **Retail Store Associate**. Yankee Candle is seeking individuals who are passionate about home décor and fragrance. We are an energetic, innovative and engaged team, who values their people and their development. This position is perfect for someone who enjoys an organization that moves swiftly, is open to change, and for someone who really cares about providing and demonstrating exceptional guest service. Minimum Requirements: •High School Diploma/GED or equivalent experience. •Strong customer service skills and the ability to sell products is required. •Must be able to work weekends. **Retail Store Second Assistant Manager**. Yankee Candle is seeking individuals who are passionate about home décor and fragrance. We are an energetic, innovative and engaged team, who values their people and their development. This position is perfect for someone who enjoys an organization that moves swiftly, is open to change, and for someone who really cares about providing and demonstrating exceptional guest service—and can correlate that behavior with driving sales. Job Summary: As a Retail Store Second Assistant Manager, you are responsible for acting as Manager on Duty (MOD) for various shifts and assisting the leadership team with achieving sales,

organization, guest engagement, and profitability goals within a Yankee Candle store. Details: Provides assistance in the direction and leadership of an assigned Yankee Candle Retail Store; opens and closes the store on a regular basis; acts as Manager on Duty (MOD) for various shifts; drives sales & profitability; provides exemplary guest service, ensures visual merchandising/presentation and operational standards; assists with the training and coaching of store management teams and Sales Associates; works to help the store achieve divisional and store sales and profitability goals; processes guest transactions and operates POS system with speed and accuracy; restocks shelves with product as needed. Minimum Requirements: •High School Diploma/GED or equivalent experience. •2 years' supervisory/management experience in a retail sales environment or similar fast paced, customer service environment, preferred. •Strong customer service skills and the ability to sell products is required. •Demonstrated ability to effectively coach and train others in a retail setting, and the ability to relate well using communication, interpersonal, diplomacy and related skills required. Please apply in store. (Date listed: 5/7/19)

YMCA Camp Tockwogh (727) Worton, MD. Summer – Wellness Center Assistant. •Work alongside RN's. •Provide care for children and young adults. •Room & Board provided. Wage: \$240/week from June 4 – August 18, 2019. Must be 21+. Will receive training in: MedTech, CPR & First Aid. If you're interested in applying, visit our website – <http://ymcacamptockwogh.org>. Rhino Merrick, Camp Director, rmerrick@ymcade.org, 410.348.6000. (Date listed: 2/26/19)

The Office of Employment Services makes every effort to publish the job 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.