



## **INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING**

May 22, 2019

EMPLOYMENT SERVICES

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

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

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**American Cancer Society Road to Recovery®** (618) **Volunteer Drivers** to drive cancer patients to and from treatment. Drivers need a good driving record, current driver's license, proof of adequate automobile insurance, access to a safe and reliable vehicle, schedule availability, regular desktop, laptop or tablet computer access. Go to <https://www.cancer.org/involved/volunteer.html> or 1.800.227.2345. (Date listed: 1/23/19 Updated 3/28/19)

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

**Beat the Rush Delivery (BTR)** (1041) **Internship** Opportunity. Looking to grow your media and computer science skills? Come join BTR! We are a growing Internet based company that provides Personal Shopper and Food Delivery service within the company. This means we assist the community with their grocery shopping needs as well as providing delivery of meals from local eateries. We are in need of assistance with customer relations in the areas of social media/marketing. We are looking for individuals who are: \*Friendly and out-going; \*Hospitable; \*Motivated to work independently; \*Able to operate mobile devices; \*Teachable; \*Team player; \*Available minimum of 15 hrs per week. **Must apply by June 10th, 2019**. (Date listed: 5/9/19)

**Caroline County Department of Recreation and Parks** (905) **Marketing Intern**. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. To learn more about Caroline County Recreation and Parks visit our Department page. About the Internship: Our recreation and parks team create campaigns and innovative projects that are designed to interact with the Caroline County community. Interns that are interested in marketing, communication, and social media will have the opportunity to work on a variety of tasks and projects. Summer Internships will range between 12 – 16 weeks. Work schedule will be up to 30 hours weekly. Anticipated Start Date: May 22th, 2019 Anticipated Completion Date: August 20th 2019. A Marketing Intern can expect to be an integral member of a small but mighty recreation and parks office and be involved in much or all of the following: •Make recommendations for determining departmental social media strategies as they relate to content, regularity of updates, push notifications, and consistency of delivery. •Conducting photo/video shoots of various parks and events and utilizing

for maximum exposure. •Assist in reimagining website appearance and content to reach a maximum audience. •Assist in the implementation of a roll out strategy for online reservations/registration software and assisting in mitigating negative implications to customers. •Develops flyers, postcards, pamphlets and other print materials as needed. **Requirements:** •Experience with Adobe Creative Suite and Microsoft applications. •Strong presentation skills. •Excellent organization, time management, and planning skills. •Willingness to adapt and work in high-energy environment. •Excellent interpersonal skills. **Open Until Filled.** **Pay range:** \$12-\$15 per hour. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. **How to Apply:** Submit cover letter and resume to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629 or email to: [hrposting@carolinemd.org](mailto:hrposting@carolinemd.org). (Date listed: 4/3/19)

**Caroline County Health Department** (710) Denton, MD. Please contact the Department for **Internship**, project or volunteer positions located on the Eastern shore and within 20 minutes of Delaware. The Caroline County Health Department can offer experiences in many areas of Public & Environmental Health such as: Environmental Health, Land Use Planning, Medical Clinic, DDA, Public Health Emergency Preparedness, Children's Health Programs, Mental Health / Social Services / Behavioral Health; Wellness for Women, WIC, AERS, Communicable Disease Prevention, Medical Office Management and Operations, Drug Court, School Aged Health Programs, Administration and so much more! Feel free to contact the Department at 410 479 8030, Scott LeRoy MPH, MS, Health Officer. (Date listed 2/20/19)

**CFM Communications** (577) **Communications and Marketing Intern.** CFM Communications, a boutique communications firm that specializes in content strategy and development, is seeking a dependable, energetic communications and marketing intern to assist with communications, content development, editing and key marketing projects as assigned. **Hours:** Approximately 10 hours per week. Preference for intern to commit to set weekly hours and work remotely. **Compensation:** Compensation at an hourly rate of \$15 - \$20 per hour, based on experience. Will work with intern to fulfill responsibilities for university internship program credits as applicable. This is a contract position, so tax obligations will be the responsibility of the intern. **Responsibilities:** •Assist with communications and marketing projects. •Support content development, including email blasts, e-newsletters, blog posts, articles, press releases, graphic design projects, etc. •Update websites with new content, images, edits to existing content, etc. •Proof emails, copy and websites. •Draft copy for blog posts, articles, websites, email blasts, e-newsletters, etc. •Support staff on presentation development. •Perform administrative functions as needed. **Skills Needed:** •Excellent written and verbal communication skills. •Attention to detail. •Proficient in Microsoft Word, PowerPoint, Excel. •Photoshop, Adobe InDesign and beginning graphic design expertise a plus. •Knowledge of payments industry and financial services sector a plus. •AP Style knowledge. **Application Instructions:** Submit the following documents via email to [colleen@cfm-communications.com](mailto:colleen@cfm-communications.com). •Current resume and cover letter. •Two writing samples. (Date listed: 1/10/19)

**The Classic Motor Museum of St. Michaels** (1086) is seeking interns to help with social media outreach, research and database creation, and website design and maintenance. If your course of study requires an internship or if you'd like to volunteer your services in any of these areas please contact Anita at [aschneider@classicmotormuseum.org](mailto:aschneider@classicmotormuseum.org) or call her at 410-745-8979. (Date listed: 5/16/19)

**The Department of Homeland Security (DHS)** (879) announced that applications for the **2019 Secretary's Honors Program Cyber Student Intern Program** are now being accepted. This summer, selected undergraduate and graduate students will complete assignments supporting the DHS cyber mission over the course of 10 weeks. "DHS is committed to bettering our cyber workforce in order to combat the threats we see on our critical infrastructure every day." Chief Information Officer Dr. John Zangardi said. Through this program, students currently pursuing degrees related to cybersecurity have the opportunity to gain first-hand exposure to the cybersecurity work performed at DHS. The selected students will gain invaluable experience while completing various assignments supporting the DHS cyber

mission. In addition, they will participate in mentoring and professional development events with DHS managers and senior leaders. Students selected for the current cohort will receive a stipend and complete assignments in the Department's Office of the Chief Information Officer. For more information on the selection and application process, visit <https://www.dhs.gov/homeland-security-careers/cybersecurity-internship-program>. (Date listed: 3/28/19)

**Echo Hill Outdoor School (464) Internship Positions.** Located on Maryland's Eastern Shore. Echo Hill Outdoor School provides residential learning experiences designed to introduce and acclimate children to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Ecology of the Chesapeake Bay conducted on historic work boats, Swamp Ecology including Swamp Canoe and Swamp Walks; Group and Individual Development on our low and high element challenge course; Outdoor Skills in classes like Orienteering and Survival; and History and the Human Environment with classes such as Early American Studies and the "Mystery Tour", an exploration of the cultural and historical landscape of Kent County. The program is flexible so as to meet the needs of a wide range of students, typically 3rd through 9th grade, from both public and private schools as well as college students and adults of all ages. Responsibilities include: assisting and/or co-teaching instructional courses with experienced staff, creation and implementation of new curriculum ideas, overnight tent or dormitory duty for groups, supervision of students, and assisting with special programs and events. Qualifications: Individuals pursuing careers in the areas of education, recreation, and other related work are encouraged to apply. Experience working with and relating to children and people of all ages is extremely beneficial. We are seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Benefits: Full room and board is a condition of this residential position. A weekly stipend is included along with use of the school's natural setting and facilities during personal time. Deadline: Applications are welcome year round. Primary starting dates are in March, June and late August. To Apply: If you are interested in a challenging and rewarding experience, please send cover letter, resume, two letters of reference and two telephone reference contacts to: Sara Vogel, Internship Coordinator, Betsy Z. McCown, Associate Director, [jobs@ehos.org](mailto:jobs@ehos.org), Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton, Maryland 21678, (410)-348-5880, [www.ehos.org](http://www.ehos.org). (Date listed)

**Maryland Technology Internship Program (650) Summary:** The Maryland Technology Internship Program (MTIP) helps the State of Maryland retain top talent by increasing the number of paid technical internships across the region. The program incentivizes state and local agencies and technology-based businesses to hire more interns by subsidizing salary costs and providing additional support. Funding Guidelines: Internship funding is available to technology-based businesses and state and local agencies offering paid internships. Preference will be given to smaller businesses and employers seeking interns to fill technical and creative roles that require science, technology, engineering, and/or math (STEM) skills. Organizations who meet the eligibility requirements can be reimbursed for 50 percent of their internship payroll costs up to \$3,000 annually (\$1,800 for the first semester and \$1,200 for subsequent semester). Interns are required to work a minimum of 120 hours per semester. Employer Eligibility: Employers applying to receive funding support from MTIP must: •Submit a MTIP Application along with a paid, technical internship position for review and approval. •Be located in Maryland. •Be a technology-based business, or a state and local agency offering a technical internship. •Employ an intern who meets the MTIP funding eligibility below. •Participate in an online orientation and complete a short post-internship survey. Student Eligibility: Employers seeking MTIP support must employ an intern who meets one of the four descriptions below: •Current college student, with a cumulative GPA of 3.00 or above, who is attending a Maryland higher education institution. •Current college student, with a cumulative GPA of 3.00 or above, who is Maryland high school graduate attending a higher education institution outside of Maryland. •Graduate (within 12 months) of a Maryland higher education institution. •Maryland resident, with a 2 or 4-year degree, who has been honorably discharged from the U.S. Armed Forces, The National Guard or a Reserve component of the Armed Forces within the last 18 months. Applications for MTIP funding are accepted on a rolling basis and are reviewed bi-monthly. Applicants receive a notice of approval or denial within 15 days of submission. **Applications available online:** <https://mtip.umbc.edu/>.

Contact: Christine Routzahn, UMBC, 410-455-3671, [routzahn@umbc.edu](mailto:routzahn@umbc.edu). Annie Weinschenk, UMBC, 410-455-8783, [anniew@umbc.edu](mailto:anniew@umbc.edu). (Date listed: 2/4/19)

**Mid-Shore Pro Bono, Inc. (278)** (A non-profit Legal Services Provider) **Interns** – Description: We are recruiting interns to provide administrative support to our management team in our Easton office. We provide a professional yet casual work environment that will help students obtain skills to succeed professionally. Responsibilities: •Basic administrative duties •Assist with mailings, outreach. •Grant Writing/review. •Requirements: Students applying for this internship must have strong written and oral communication skills. •Proficient with MS Office. •Ability to work with a team and independently. Students interested in Social Work, Non-Profit Management or the Law will be ideal for this opportunity. To Apply: Send resume and cover letter to [sabrown@midshoreprobono.org](mailto:sabrown@midshoreprobono.org) with "Internship" in the subject line. Please, no phone calls. (Date listed)

**Neighborhood Service Center, Inc. (NSC) (1094)** 126 Port St., Easton, MD. **Student Case Manager Intern**. Are you interested in working towards eliminating poverty by empowering families to be self-sufficient? If so, you are aligned with NSC's mission. June 10 – August 12, 2019. Stipend included. NSC has served the lower income families of Talbot County since 1969. NSC will train and supervise the student while working directly with clients enrolled in our Emergency Shelter and Stabilization Program. Duties include: •Providing referrals and resources to shelter residents; •Assisting in client intakes; •Assisting families in moving to permanent housing; and •Ensuring clients adhere to the program rules and regulations. Send letters of interest and resumes to [uthomas@nsctalbotmd.org](mailto:uthomas@nsctalbotmd.org). (Date listed: 5/17/19)

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

**SAT-7 (559)** Easton, MD. **Paid Internship – Graphic Designer**. Satellite television transforming the Middle East through hope in Jesus Christ. Learn what goes on behind the cameras in an international broadcast ministry! SAT-7 interns gain skills in digital marketing and fundraising, learn CRM and CMS software, and contribute to online publications. Most importantly, you can make an eternal difference in the lives of millions of families across the Middle East and North Africa. Essential Responsibilities: •Design online and print materials including but not limited to website and email banners, info graphics, posters, brochures, and PowerPoint presentations. •Collaborate with team members to produce engaging content for social media audiences. •Research and build the ministry's library of photos and videos for use in fundraising pieces. •Provide support for ministry events and Church connections. Qualifications: •Proficiency in graphic design software. •Ability to use Adobe Photoshop, Illustrator or InDesign. •Coursework in art and design. •Experience with photography a plus. A Statement of Faith is required in the Application process. (NOTE: Religious corporations are exempt from the federal

laws that EEOC enforces when it comes to the employment of individuals based on their particular religion.) **Status:** This is a full-time internship lasting 3 to 4 months on-site in Easton, MD. SAT-7 provides a stipend of \$1,500 monthly. **Accountability and Oversight:** Performance will be measured by: •Ability to achieve objectives and to accomplish responsibilities effectively and efficiently. •Ability to be a team player and promote the mission, vision, and values of the ministry. •Reports to Communications Manager. •This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned. [Apply online here](#) or fill out this [PDF application](#) and email it to [hr@sat7usa.org](mailto:hr@sat7usa.org). (Date listed: 1/4/19)

**SAT-7 (558) Easton, MD. Paid Internship – Web Content Creator.** Satellite television transforming the Middle East through hope in Jesus Christ. Learn what goes on behind the cameras in an international broadcast ministry! SAT-7 interns gain skills in digital marketing and fundraising, learn CRM and CMS software, research and write for online publications. Most importantly, you can make an eternal difference in the lives of millions of families across the Middle East and North Africa. **Essential Responsibilities:** •Produce written content for digital marketing, event posters, brochures, church kits, and other materials as needed. •Support the research and updating of website content at [sat7usa.org](http://sat7usa.org). •Conduct social media research to reach new followers with engaging content. •Track and document performance results from different web traffic sources. •Provide support for ministry events and Church connections. **Qualifications:** •2 years of college coursework completed. •Strong writing and editing skills. •Proficiency in MS Office software. •Proficiency in social media platforms. •Demonstrated interest in international affairs. •Familiarity with WordPress or similar CMS a plus. A Statement of Faith is required in the Application process. (NOTE: Religious corporations are exempt from the federal laws that EEOC enforces when it comes to the employment of individuals based on their particular religion.) **Status:** This is a full-time internship lasting 3 to 4 months on-site in Easton, MD. SAT-7 provides a stipend of \$1,500 monthly. **Accountability and Oversight:** Performance will be measured by: •Ability to achieve objectives and to accomplish responsibilities effectively and efficiently. •Ability to be a team player and promote the mission, vision, and values of the ministry. •Reports to Communications Manager. •This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned. [Apply online here](#) or fill out this [PDF application](#) and email it to [hr@sat7usa.org](mailto:hr@sat7usa.org). (Date listed: 1/4/19)

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

**Talisman Therapeutic Riding (398) Volunteer Opportunity** - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Anne with any interests or questions @ 443.239.9400 [anne@talismantherapeuticriding.org](mailto:anne@talismantherapeuticriding.org). [www.TalismanTherapeuticRiding.org](http://www.TalismanTherapeuticRiding.org). (Date listed)

**Touchstones® Discussion Project (713) Employment Opportunity – A Real Resumé Builder.** Part-time position available at 35-year-old education non-profit located in the Chesapeake Bay Office complex in Stevensville, Maryland. Join the Touchstones® Discussion Project team with an after-school job for approximately 10 hrs/wk (Mon-Fri). Proven employees will have the

opportunity to work up to 35 hours/week (Mon-Fri) during the summer. Learn about us at [www.touchstones.org](http://www.touchstones.org). Job responsibilities include but are not limited to: •Data entry into online database. •Receiving calls from customers and providing light customer support. •Placing orders for customers. •Preparing packages for shipping. •Filing. •Administrative support for local community programs: tracking attendance and preparing materials for weekly programs. •Additional administrative support, as required. Key attributes and required skills: •Ability to work well with others in a collaborative workspace. •MS Office (Word, Excel). •General keyboarding. •Excellent written and verbal command of English. •Attention to detail. •Punctuality and reliability. •Your own transportation (Touchstones covers Bay Bridge toll). •Must be eligible to work in the U.S. and meet state employment requirements. Pay: Starting rate is \$10.50/hr. with possibility of an increase after 90 days and again before summer employment for consistently demonstrated efficiency and reliability and high-quality work. Two personal references are required, and one work reference is preferred. (Date listed: 2/21/19)

**Weis Markets, Inc. (866) Store Management Intern.** Based on selected candidates location. Available at various Weis Markets locations, visit <https://www.weismarkets.com/about-weis/contact-us/find-a-store/> to find your preferred location. Duration: 10 weeks - 40 hours per week from 6/2/19- 8/10/19 at \$15/hr. Description/Qualifications: Weis Markets, Inc. is seeking sophomore, junior or senior level candidates for a summer internship to take place within our store locations. May 2019 graduates will also be considered. This internship is designed to provide students with knowledge of total store operations including, departmental oversight, financials and human capital management. The intern will be supervised by the assigned Regional HR Manager and will be expected to gain exposure and contribute to the following areas: •Managing and executing total store operations in partnership with the store management team. •Provide leadership and guidance to department managers and associates throughout the store to optimize customer service, sales and profits. •Assist in developing talent, performance management, inventory control processes, merchandising, asset protection and compliance programs. They also manage food safety, fresh processes and overall compliance of fresh departments (Bakery, Deli, Meat, Seafood, and Produce). •Ensures associate behavior is consistent with the Company's mission, vision and values. Duties and Responsibilities:  
1. Workforce Planning & Staffing: Partner with store management team on workforce planning and ensuring all departments are appropriately staffed with qualified/trained associates. 2. Talent Management/Talent Development: Ensure that all associates are properly trained and have the knowledge and skills necessary to perform their jobs. 3. Associate Engagement: Build associate engagement, commitment and teamwork by employing effective management practices. 4. Customer Service: Be a role model for demonstrating Weis' customer service standards and behaviors; teach, train, and coach associates on demonstrating the Weis customer service behaviors. 5. Company Initiatives, Processes & Programs: Assist store management team in managing the implementation, execution and sustainability of new programs, processes, policies, and systems. 6. Sales Building: Analyze sales & profit reports and identify opportunities for improvement. 7. Inventory Control/Shrink Management: Manage inventory control processes and computer-generated ordering (CGO) to maintain appropriate in-stock levels; anticipate and react to changes in the business that affect in-stock levels; utilize shrink programs/tools to minimize controllable shrink. 8. Compliance and Safety: Ensure compliance with all local, state, and federal government regulations and laws for health and sanitation, OSHA, weights and measures, and product coding. Ensure compliance with employment, wage and hour laws/administration. Ensure associates perform their jobs in a safe manner and operate equipment safely. 9. Store Standards & Conditions: Maintain store standards and conditions to optimize the customer experience and minimize safety issues/potential disruptions to the business. Learning Objectives: By the successful conclusion of the internship, the student will be able to: •Identify manager responsibilities and tasks, along with daily operational tasks on the floor. •Practice various management skills and techniques. •Build associate engagement and teamwork. Desired Skills: Effective written and verbal communication, attention to detail, strong work ethic, critical-thinking and problem solving skills. Reliable transportation as a moderate amount of reimbursed travel will be required during the duration of the internship. How to apply: Email resume and cover letter to Dwayne Cover at [dcover@weismarkets.com](mailto:dcover@weismarkets.com). Dwayne Cover- Human Resource Talent Manager- 443-452-7734 or at [dcover@weismarkets.com](mailto:dcover@weismarkets.com). (Date listed: 3/25/19)

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