



## CHESAPEAKE INTERNSHIP LISTING

February 22, 2018

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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**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: 1/22/18)

**Benedictine** (204) **Paid Apprenticeship Program.** Enroll in our full-time, paid, 6-week **Direct Support Professional (DSP) training program** where you'll receive classroom and field work instruction and learn valuable skills to help children and adults with developmental disabilities achieve their greatest potential. Upon successful completion, participants will be guaranteed a position in the adult or school residential communities. Participants will also be equipped with thorough, advanced knowledge of the human services field and a stable career with opportunities for growth and professional development. Apply at [www.benschool.org](http://www.benschool.org). (Date listed: 9/6/17)

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

**Caroline Medical Adult Day Care** (94) has a part-time **unpaid intern opportunity** for an individual interested in interacting with the elderly population. Responsibilities will include participating in therapeutic activities and care. Responsibilities will also include supporting administrative assistant with duties. Therefore, candidates with a skill set which include oral and written communication, computer proficiency, promptness, and compassion are encouraged to apply. The intern will be working in a friendly, caring atmosphere at the Caroline Medical Adult Day Care located in the Health & Public Services (HAPS) building, 402 South 7th Street, Denton MD. Interested candidates please call 410-479-8065. (Date listed: 7/31/17 Updated 2/12/18)

**Chesapeake Bay Environmental Center (CBEC) (509) Environmental Education**

**Summer Internship.** CBEC Overview: The Chesapeake Bay Environmental Center is a private, non-profit located on the Eastern Shore in Grasonville, Maryland dedicated to creating the next generation of Bay stewards by providing "hands-on, feet-wet" environmental education. Our summer camps allow students to explore life around the Bay through environmental studies, science, arts, and recreation. Our summer internship program offers great experience for college students interested in any of these fields of study: education, environmental studies, environmental science, or recreation. Interns will receive hands-on training and experience with the fundamentals of environmental education best practices, lesson plan creation, and program facilitation. Interns will facilitate programs for summer camp and visiting groups. Interns will receive training and ample practice in handling, caring for, and teaching with captive raptors. Interns will participate in weekly professional development experiences to experience other career opportunities and network in the environmental sector. By the conclusion of the summer, interns will complete an electronic portfolio showcasing their experience with environmental education. This will serve as an excellent resource when applying for jobs. Interns will earn a small stipend, dispersed twice during the summer, and housing can be arranged, if needed.

Intern Qualifications: •Currently enrolled in college or recent college graduate •Strong interest in teaching and environmental education •Energetic, enthusiastic, flexible, and overall positive attitude •Ability to work and communicate effectively with children and adults •Available to work at least 8 weeks over the summer •Preferred - teaching experience and/or environmental studies background

Internship Responsibilities: •Supervise group of up to 20 campers with a team of 2-3 counselors •Plan and lead at least one environmental education lesson weekly •Organize and lead nature exploration, games, and other recreation activities •Assist and supervise campers while kayaking. ACA Level 1 kayak training available, if interested •Observe environmental education programs led by Education Coordinator and assist •Respond appropriately to any medical issues and emergencies with first-aid or CPR. First-aid and CPR training available, if not already certified •Assist with raptor care and handling •Attend weekly professional development "shadowing" experiences •Create electronic portfolio showcasing internship experience

Internship Schedule: Interns may begin as early as May 15, but must start by June 3. •May 15 - June 1 – Assist with school field trips and camp preparations. 9-5pm, daily. OPTIONAL - •Camp Training – June 3, 11-3pm. Mandatory training. •CPR/First-aid training – Date TBD. 3-hour class. Mandatory, unless currently certified. •Weeks of June 4 and 11 – Camp preparations, 9-5pm. •June 18 – August 31 (end date flexible) – Weekly day camp sessions, Monday-Friday, 8:15am-4:15pm. Contact: If you are interested in applying to be an intern this summer, please send resume and one letter of recommendation to the Camp Director, Katey Nelson at [knelson@bayrestoration.org](mailto:knelson@bayrestoration.org). Resumes will be reviewed as they are received and selected applicants will be contacted to schedule a phone or in-person interview. (Date listed: 12/20/17)

**Chesapeake Bay Maritime Museum (CBMM) (437)** is now collecting applications for our Summer 2018 Internship program. We have six internship opportunities available:

**Communications and Special Events; Curatorial (2); Development; Education; Operations Analyst.** If you are interested, please go to our website

<http://cbmm.org/about/contact-us/employment-internships/> for more information, the application process and deadline. (Date listed: 11/21/17)

**Dixon Valve & Coupling Company (674) Chestertown, MD 21620. Advanced**

**Manufacturing Engineering Intern.** Description: Dixon Valve's Advanced Manufacturing Engineering Department has a great opportunity for an Engineering Intern to begin working in May 2018 through August 2018 in Chestertown, MD. This position is in the Systems Engineering Team of the AME Department. The System Engineering team configures and integrates electronic and mechanical hardware with software products to meet the functional criteria of client specifications. The hardware and products integrate to build industrial machinery and monitoring solutions. Responsibilities: You will have an opportunity to work in a collaborative, problem solving team responsible for engineering integrated application solutions across various product lines. This will include working with subject matter experts to develop and test these new solutions. You will be directly involved with application development and support and have the opportunity to learn from industry professionals. Software used will include Siemens TIA Portal,

Fanuc iPendant and Solidworks Electrical. Must be enrolled in a degree or certification program through a college, university or trade school. [CLICK HERE](#) for more information and to [APPLY](#). (Date listed: 2/20/18)

**Echo Hill Outdoor School** (590) 13655 Bloomingneck Rd, Worton, MD 21678. **Internship Positions** - 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. **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 or 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: 1/30/18)

**Freestate Monitoring, LLC** (1022) Internships – 7957 Industrial Park Rd. Easton, MD 21601. (410) 924-0752 Criminal Justice Assistant. Paid and Unpaid internships opportunity for an individual(s) in the field of Criminal Justice and Management. Assist in planning and coordinating Circuit and District Court visits throughout the State of Maryland. Job consists of approaching Judges, Court Clerks, State's Attorneys, Lawyers to discuss SCRAM (Secure Continuous Remote Alcohol Monitoring), House Arrest with Work Release, and GPS monitoring. Candidate will already have working knowledge of the internet and be prepared to optimize a web-based portal that handles all offenders. Individual to help in maintain account inventory and setting up schedules for bracelet installs and de-installs per court orders or volunteers into the participation agreements. Apply anytime. Contact: James Spear [freestatemonitoring@gmail.com](mailto:freestatemonitoring@gmail.com). (Date Listed: (5/23/17)

**Goss Associates Insurance and Financial Services** (555) 8603 Commerce Drive Unit 9, Easton, MD 21629. **Social Media Strategist** – **Unpaid Internship** 8-10 hours per week. Ideal candidate will already have working knowledge of the internet and can enhance already in place social media pages as well as create new platforms that will effectively bring new branding and reach to both our existing and unreached clientele. Must be a quick learner, if not familiar with the basics of the life insurance industry, creative and energetic to help bring a sometimes dry/boring topic a fresh new presence. Candidate will also help make revisions, as needed, to existing website, create landing pages and other social media advertising efforts as needed. How to Apply: send a cover email and resume to [andrea@gossassociates.com](mailto:andrea@gossassociates.com). This is an open recruitment for interested individuals desiring hands-on work experience for a minimum of 10 weeks. (Date listed: Updated 10/5/17)

**Harvesting Hope Youth and Family Wellness, Inc.** (239) Cambridge, MD-  
**Intern/Volunteer Position. Youth Literacy Coordinator for our Reading Social Program.** The position is 10-15 hours a month. Our reading social is about bringing young people and books together, improving literacy for youth in Dorchester County, and establishing home libraries for young people. The individual will coordinate our reading socials, connect with volunteers, parents, community programs, literacy resources, etc. The coordinator will provide volunteers, parents, and community programs up to date planned activities, provide the reading social schedule to the volunteers, recruit volunteers and participants, order supplies and materials, log inventory including books, schedule trainings for volunteers, respond to emails, keep and up to date email list of volunteers, parents and partners, and order books. The coordinator will work with volunteers to discuss weekly/monthly themes, identify resources, and create monthly reports to submit to the agency. We are looking for someone who loves working with youth and families ages 2-12, creative and dependable. You must take a criminal background check. Contact Omeaka Jackson- [omeaka@harvestinghopeinc.org](mailto:omeaka@harvestinghopeinc.org). (Date listed: 9/17/17)

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

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

**Johns Hopkins (495) ATTN: Nursing Students.** As a nursing student, we offer a paid position called a **Clinical Nurse Extern (CNE)**. •Performing delegated functions assigned by Registered Nurses. •Effectively executing activities required in daily practice as defined by each clinical department. •Caring for patients and families in a world renowned medical institution. •Participating and promoting Johns Hopkins Hospital departmental and hospital safety standards. •Established working relationships within a multidisciplinary health care system. •A regular staff position with scheduled hours offers benefits such as tuition assistance, paid time off and medical/dental insurance for students who work over 20 hours per week. Eligibility Requirements: •Bachelor's degree students are preferred but Associate's degree students are encouraged to apply. •Obtain an active CNA certification from the Maryland Board of Nursing no later than two weeks before the June 4th start date. •Current enrollment in an accredited school of nursing. •Completion or current enrollment in a Fundamentals or Introduction to Nursing course. •Candidates must not graduate before February 2019. •Available to attend a hospital and nursing orientation (four 8-hour days). •Available to work at least one 8-hour shift during the Fall 2018 semester. How to Apply: •Explore our specialties and departments at [www.hopkinsnursing.org](http://www.hopkinsnursing.org) for the units that interests you the most. •For our June 2018 cohort, you will need to apply to the requisition 161904. There is only one job posting for all nursing student opportunities, regardless of specialty area. •If chosen to move forward with the interview

process, the candidate will be invited and required to attend one of the 3 Open Houses offered. Due to the limited number of positions, we only schedule one interview per applicant. Placements into units are based unit need. •Qualified candidates will need to provide all requested onboarding documentation by the appropriate deadlines given. •Questions? Call the Office of Nurse Recruitment at 410.502.3161. (Date listed: 1/3/18)

**Maryland Park Service** (554) Have a passion for the outdoors? Enjoy interacting with the public? Love teaching kids? Consider a seasonal position with the Maryland Park Service. Tuckahoe State Park, Martinak State Park, Wye Island NRMA and Sassafras NRMA are seeking qualified individuals to fill over 20 seasonal positions through-out the complex. There are many options to find just the job for you to include: **Park Maintenance, Park Naturalist, Park Ranger and Park Concession Attendant**. Apply **ONLINE**. Have a different passion than what is listed above? The Maryland Park Service also offers a variety of opportunities for internships and volunteers. Click **HERE** for more information. (Date listed: 1/19/18)

**The Maryland State Archives** (556) is currently accepting applications to its **2018 summer internship program**. **The deadline for student application is Saturday, March 31st**. Please share the opportunities with interested students. For full details and application information go to <http://msa.maryland.gov/msa/educ/html/interns.html>. Students interested in Archives, Collections Management, Library Science, Conservation, Historical Research, Preservation, Digital Imaging, Museum Studies, Art and Art History, should apply using the following link: <https://www.jobaps.com/MD/sup/bulpreview.asp?R1=18&R2=005302&R3=0001>. Students interested in Information Technology, Computer Science and Programming should apply using the following link <https://www.jobaps.com/MD/sup/bulpreview.asp?R1=18&R2=005302&R3=0002>. Students interested in volunteer and/or academic credit positions only, please see <http://msa.maryland.gov/msa/educ/interns/html/allinterns.html>. Please contact Emily Oland Squires, Director of Research, Education and Outreach, Maryland State Archives, 350 Rowe Blvd., Annapolis, MD 21401. Call 410-260-6443 with any questions. [emily.squires@maryland.gov](mailto:emily.squires@maryland.gov). (Date listed: 1/19/18)

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

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



**VCU Summer Health Pipeline Program** (551) Applications Now Open – Stipends Available. Pre-Health Students – APPLY TODAY. **Summer Academic Enrichment Program** and **Allied Health Career Exploration**. Click [HERE](#) for more information and to [APPLY](#). (Date listed: 1/18/18)

**WHCP (101.5)** (672) Cambridge, MD. **Electronics Technology & Assembly Program (ETAP)** at WHCP. The program begins on February 26 and runs through April, 2018. **Goals & Objectives:** The ETAP initiative is designed to provide students with practical, real-world training and experience in electronics assembly and production techniques. The goal is for students who successfully complete the program to acquire good entry-level proficiency in the skills taught, and to be eligible for potential future employment or academic or vocational entry to advanced training programs. **Administration:** The program is expected to be a two month, 15 hours a week, training apprenticeship program, funded by the Maryland Department of Housing and Community Development under a Nonprofit Assistance Fund grant to Cambridge Community Radio, Inc. Students will be compensated at the rate of \$9.00/hour for each hour of training and work successfully completed under the program, as evidenced by submission of accurate timecards and supervisor sign-off. All work is expected to be completed at the WHCP facility at 516 Race Street at mutually agreed upon weekday shifts. For questions or for more information, contact Mike Starling, General Manager, WHCP – [mike@whcp.org](mailto:mike@whcp.org), 443.637.6000, or text 202.744.7655. (Date listed: 2/20/18)

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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