

APPLICATION DEADLINE: **Friday, December 2, 2022**

A complete application packet for each position you apply must be submitted to your school's [Work Based Learning coordinator](#) by the deadline. **DO NOT TURN IT INTO THE EMPLOYER.**

Please contact Work Based Learning Coordinator if you have questions after reviewing fcpseyouthapprentice.org.

Position: Childcare Assistant
Company: Beacon House
Location: 20 West Washington Street & 382 South Cleveland Ave. Hagerstown, MD
Description: Work directly with children during lessons and activities. Assist with meal preparation, service, and clean-up.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$13.25



Position: Tax Preparer Assistant
Company: Lori Dagenhart DBA H & R Block
Location: Brunswick, MD
Description: Youth Apprentice will learn basic web based programs for appointment setting, and entering client data in preparation of tax returns. They will be taught how to identify various documents provided in tax preparation, scan documents and manage client files. Duties will include entering basic information, assist with closing client interview, assembling return for signatures and review finished file with client. Must be able to provide superior service to every client.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$12.50



Position: Finance Intern
Company: Phoenix Mecano Inc.
Location: 7330 Executive Way, Frederick
Description: This position will give a student exposure to an accounting office. There will be exposure to our Enterprise Resource Planning (ERP) system, accounts receivable, accounts payable, payroll processing and billing. Student must have the ability to follow processes, procedures and verbal or written directions. Prefer the candidate has intermediate knowledge of Microsoft products including Teams and Excel. Typing skills including 10-key is a plus. Attention to detail is important for data entry as well as filing documents. The Finance department is connected to all departments internally. The intern will have exposure to the CEO, Sales/Marketing, Logistics and Production.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$15



Position: Shampoo Assistant
Company: Trinity Salon
Location: Middletown
Description: Seeking a reliable, outgoing youth apprentice with a strong interest in the cosmetology field seeking to expand knowledge with willingness to learn shampooing skills, general salon cleaning duties, and customer service. Good fit for a student seeking to continue as a registered apprentice after graduation.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$12.50



Position: Therapy Technician Youth Apprentice
Company: Pediatric Movement Center
Location: 4640 Wedgewood Blvd, Suite 103, Frederick
Description: Helping with children of all ages and abilities. Therapy tech- helping in PT, OT, SLP appointments. Clean up, set up, activities, overall helping the therapists with whatever is needed. KidMotion instructor- helping with developmental classes (some gymnastics) potentially if they have weekend availability helping with birthday parties and community events.
Weekly Hours: 15+ hours. Varying days depending on availability of student. **Hourly Rate:** \$13.25



Position: Logistics Intern
Company: Phoenix Mecano Inc.
Location: 7330 Executive Way, Frederick
Description: This position will be in our Warehouse. The person will learn shipping, receiving and inventory control. Manage the inventory of products, materials and supplies needed for our customers and our company. This position requires regular walking, grasping, pushing/pulling and lifting throughout the day.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$15



Position: Electrical Youth Apprentice
Company: Altimate Electric
Location: Frederick County or neighboring area
Description: Learn and understand OSHA Safety Standards, Basic Material, Storage, Basic Tools, Basic Rough-in methods, and Basic Circuitry. This is an entry-level position. This position will perform a variety of tasks based on the needs of the job site Foreman. The Youth Apprentice will begin learning the basics needed to begin their electrical career.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$15



Position: Electrical Youth Apprentice
Company: Got Electric, LLC
Location: Frederick County and neighboring areas
Description: Electrical helper will learn under direct supervision of a mentor a variety of tasks and basic electrical skills necessary for property maintenance services, landscape lighting desing and solar energy projects.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$16



Position: Refrigerant Reclaimer/Cylinder Hydro Tester
Company: AllCool Refrigerant Reclaim, LLC
Location: 1539 Tilco Drive #102, Frederick
Description: The reclaim helper apprentice will learn and perform the following: Paint and label refrigerant cylinders. Test, weight and sort refrigerant cylinders. Wash refrigerant cylinders. Perform customer service for drop in clients. Vacuum cylinders to <500 microns and repair as needed. Change oil in vacuum pumps. Run Van Steenburgh reclaim machine for R22. Run Van Steenburgh reclaim machine for R134a and non-condensable runs for both refrigerants R22 and R134a. Understand and use a pressure/temperature (PT) chart. Fill 30lb. disposable cylinders with reclaimed gas. Fill 125 lbs. cylinders with reclaimed gas. Prepare virgin cylinders to be filled with reclaimed gas, assist with office cleaning, and help to keep everything organized.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$13





All Around Plumbing, Inc

Position: Plumbing Youth Apprentice
Company: All Around Plumbing
Location: 530 E Church St. Frederick
Description: Parts/Inventory, assembling job packages, delivering parts, help in field on larger jobs: Apprentice will learn about basic plumbing fittings, stocking/receiving. They will pull orders for different phases of plumbing and gas fitting work, assist with different types of pipes and the proper application of each as well as suitable connection/joining methods and tools and proper usage of same.

Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$12.50+



Position: Plumbing Youth Apprentice
Company: Ben Lewis Plumbing
Location: Mill Pond Rd and Monocacy Blvd, Frederick
Description: Under direct supervision of mentor, the youth apprentice will learn to identify required tools for each project, assist with maintenance of tools and equipment, relevant codes, regulations, and safety techniques, how to operate necessary equipment. In addition, under the supervision of a master plumber, the youth apprentice will assist with the following: preparation of project management, including learning all necessary items needed for each project (parts, labor, and equipment), installation of water supply lines, drain pipes, and water heaters, repairs according to proper specifications, clean drains and plumbing fixtures.

Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$12.50



Position: Heavy Duty Truck and Trailer Tech
Company: DM Bowman
Location: 6816 English Muffin Way Frederick
Description:

1. Assist with preventive maintenance on diesel truck & trailers
2. Assist with diagnostic assessments on vehicles ready for repair
3. Gain a basic understanding of checking fluids on vehicles
4. Be able to differentiate and comprehend terminology related to vehicles
5. Gain an understanding and awareness of truck safety (guarding, seat belts, back up alarm, 3 point contact, etc.).
6. Learn how to maintain diesel & trailer maintenance records

Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$14



Position: Automotive Technichan Youth Apprentice
Company: Fitzgerald Auto Malls
Location: 114 Baughmans Lane, Frederick
Description: Mechanical Students will start in a lube bay under the supervision of a foreman. This will consist of performing routine maintenance and learning how to conduct a proper multi-point vehicle inspection. Manufacturer training will also start with entry level computer training elevation to instructor led training.

Weekly Hours: Saturday for a full shift; M-F as their school schedule allows **Hourly Rate:** \$14

Position: Mechanic Youth Apprentice
Company: Mead Tree & Turf Care
Location: 3316 Hipsley Mill Rd, Woodbine
Description: Mechanic for heavy truck, equipment, and small trucks. Tasks on the job include performing preventive maintenance, beginning diagnosis, tires, and brake work.
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$18



Position: Automotive Technician Youth Apprentice
Company: Second Chances Garage
Location: N Market St, Frederick
Description: Read and Understand Company Handbook, Safety Class and Demo
-How to Properly Set Up a Lift
-Oil Change Inspection, Perform Oil Change
-Tire Rotation and Balance, Tire Mount and Balance
-Windshield Wiper Replacement, Inspect and Replacement of Light Bulbs
-Brake Inspection, Perform Front Brake Job, Perform Rear Brake Job, Fluid Inspection, Perform Brake Fluid Exchange
-Perform Power Steering Fluid Exchange
-Coolant drain and refill, Inspect and Replace Belts, Inspect and Replace Coolant Hoses
-Understand and look Up information in Mitchell One
-Inspection and Replacement of Air Filter, Inspection and Replacement of Cabin Filter
-Proper Care and Maintenance of Tools
-Understands Different Types and Uses of Lubricants
-Understands Torque and the Proper Use of a Torque Wrench
-Can Scan and Read Codes, and Able to Reset Maintenance Lights
-Perform vehicle evaluations
Weekly Hours: M-F; 15+ hours per week during school year **Hourly Rate:** \$15

