

## APPLICATION DEADLINE: **Monday, May 16, 2022**

A complete application packet for each position you apply must be turned into your school's [Work Based Learning Coordinator](#) **by Monday, May 16. DO NOT TURN IT INTO THE EMPLOYER.**

Please contact your Work Based Learning Coordinator if you have questions after reviewing [fcpsyouthapprentice.org](https://fcpsyouthapprentice.org).  
Additional positions may continue to be posted up until the application deadline date; please recheck this list for updates.

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### Tax Preparer Assistant Youth Apprentice

\$12.50 with opportunity for increase with certification

**H & R Block (Lori Dagenhart)**, Brunswick, MD

1 position available

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.



**Hours:** M, W, Thur 10-3; flexible to meet student's schedule (15-20 hours per week) during school year

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### Hospitality Management Youth Apprentice

12.50 per hour

**Plamondon Hospitality Partners**, Frederick area Marriott and/or Hilton locations

2 positions available

Apprentice will learn all areas of management in the business, including: housekeeping, front desk, sales, food and beverage, laundry, maintenance, houseman, operations manager, and general manager. Experience is a complete overview of the industry. Apprentice will receive all Marriott and/or Hilton trainings as well as company trainings before going into each department.



**Hours:** M-F up to 40 hours; summer hours may include Saturday and Sunday due to nature of business. School year total 15-20 weekly hours, will include some early morning and weekend hours in certain rotations

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## CNC Machine Operator Youth Apprentice

\$15.00 per hour

1 position available



**Phoenix Mecano Inc.**, 7330 Executive Way, Frederick, MD 21704

If you're looking to join a great team, work for a growing company, and apply a continuous improvement mindset to your work, you're encouraged to submit your application.

Operate computer controlled and manual machining centers (CNC) to fabricate metallic and nonmetallic parts. Youth apprentice will be trained to:

- Set-up machine to run job order including selection of tools and fixtures, verification of program, and documentation review (drawings, job packet, router, etc.)
- Run machine to complete job order including making adjustments/modifications to the program as needed
- Measure and inspect completed parts to customer requirements and department standards
- Prepare finished product for next production operation or shipment as needed including washing, wrapping, packaging, etc.
- Comply with all health and safety requirements based on each operation
- Complete all required production paperwork in a timely and accurate manner

machines. Run machine to complete job order including making adjustments/modifications to the program as needed.

**Hours:** Mon-Fri; Hours are flexible for the student.

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## Civil Engineering Youth Apprentice

\$14.00 per hour

1 position available



**CAS Engineering**, Downtown Frederick

Assist office staff, engineers, and field surveyors in day-to-day operations. Gain experience with data entry and CAD while doing topographic survey cleanups and field experience/instrument training with the engineering and surveyors.

Provide support to civil engineers & surveyors with job start-ups, project research, CAD work, survey work in the field

**Hours:** M-F, 30-40 hrs/week Summer; flexible to meet student's schedule (15-20 hours per week) during school year

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## Mechanic Youth Apprentice

\$15.00+ per hour

1 position available

**Mead Tree & Turf Care**, Woodbine, MD

Mechanic for heavy truck, equipment, and small trucks. Tasks on the job include performing preventive maintenance, beginning diagnosis, tires, and brake work.

**Hours:** M-F, 30-40 hrs/week Summer; flexible to meet student's schedule (15-20 hours per week) during school year



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## Automotive Technician Youth Apprentice

\$15.00 per hour

2 positions available

**Second Chances Garage**, 528 N Market St, Frederick, MD 21701

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

**Hours:** 20 hrs; Mon-Fri Day Shift; Hours are flexible for the student.



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## Electrician's Youth Apprentice

\$13.00 per hour

2 positions available

**TEI Electrical Solutions**, Frederick, MD

Under direct supervision the Electrician's Assistant Apprentice is responsible for assisting Journeyman and Master Electricians in laying out, assembling, installing, testing, troubleshooting and repairing electrical wiring, fixtures, control devices and related equipment in customer locations, buildings and other structures



**Hours:** 20-40 hrs; Mon-Fri Day Shift; flexible to meet student's schedule (15-20 hours per week) during school year

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## Landscaper Laborer Youth Apprentice

\$15.00+ per hour

1 position available

**Mead Tree & Turf Care**, Apprentice will work at job sites in Frederick County

Landscape Apprentice - Plant ID, Installation and maintenance of trees shrubs and properties



**Hours:** M-F, 30-40 hrs/week Summer; flexible to meet student's schedule (15-20 hours per week) during school year

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## Plumbing Youth Apprentice

\$12.50 per hour

1 position available

**All Around Plumbing**, 530 E Church St. Frederick, MD 21701

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.



**All Around Plumbing, Inc**

**Hours:** 40 hrs M-F summer; flexible to meet student's schedule during school year

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## Sterilization Youth Apprentice

\$13.50 per hour

1 position available

**Toothman Orthodontics**, Frederick Office

Duties include:

- Greet each patient that you see;
- Operate sterilization area
- Clean and bag all instruments
- Keep sterile area neat and clean
- Run instruments in autoclave
- Set up instrument trays
- Clean up operatories after patient leaves chair
- Observe and assist with clinical procedures as interested, including learning to take patient photographs.
- Assist with front desk duties
- Scan items in scan folder into patient's charts
- Prepare patient and doctor correspondence
- Miscellaneous administrative tasks, including running reports
- Help staff keep lobby, play room, bathrooms and brushing stations neat and orderly
- Keep paper towels, soap dispensers and toothbrush station stocked
- Help with emptying trash when needed
- Process case deliveries - will work directly with inventory personnel
- Open and check in internal and external deliveries

**Hours:** 16-20 hours per week



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## Biomedical Engineering Apprentice

\$12.5 per hour

Frederick Health Hospital, 400 W 7th Street, Frederick

2 positions available

Some mechanical and electrical safety training and or experience, ability to learn and use knowledge to complete equipment projects or preventative maintenance. Ability to enter data into a computer to complete work orders or some minor preventative maintenances, ability to file, excellent customer service skills, including good written and verbal communication skills. Must demonstrate friendly, cooperative attitude in a fast paced environment. Maintain a clean work area. Assist in ordering parts and dispatch calls. Some hospital experience preferred.



**Hours:** M-F Day Shift in summer; flexible to meet student's schedule (15-20 hours per week) during school year

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## Security Department Youth Apprentice

\$12.5 per hour

Frederick Health Hospital, 401 W 7th Street, Frederick

2 positions available

Essential functions of this position would include but not limited to duties such as:

- Direct/manage visitors through the Visitor Management System
- Conduct any applicable screening
- Provide phone support
- Call for patient transport as needed
- Direct patients and visitors to the proper location and provide directions
- Assist visitors and patients entering the building



**Hours:** Morning or afternoon shift; flexible to meet student's schedule (15-20 hours per week) during school year

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## Patient Access Registration Youth Apprentice

\$12.5 per hour

Frederick Health, Frederick Health Locations

4 positions available

The Access Registrar is responsible for obtaining accurate, pertinent demographic and insurance information prior to services, thus reducing financial risk of third party denials and delayed collection processes for services both at on and off site facilities. We are looking for someone with exceptional customer service skills. Will be responsible for greeting patients, registering patients and answering telephones at our busy physician practice. Customer Service and Data Entry experience helpful.



**Hours:** M-F Day Shift in summer; flexible to meet student's schedule (15-20 hours per week) during school year

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## Machinist Youth Apprentice

\$15.00 per hour

Automotive Parts and Machine of Frederick, Inc., 900 E Patrick Street

1 position available

This is an automotive machine shop looking to spend the time to teach on the job skills that will allow the student to grow with our company. Seeking apprentice who enjoys hands-on-work. Our company handles rebuilding engines and related machine work-boring blocks- milling castings-valve jobs- lathe and mill work-welding. Disassemble of engines and cylinder heads--magnaflux (checking for cracks) --pressure testing casting for leaks--removing broken bolts--installing heli coils to repair damaged bolt holes--milling cylinder heads--milling exhaust manifolds--refacing valves--turning flywheels--wheel bearing replacement--welding to repair and or fabricate items--welding to build up and machine in a lathe--drill and tap holes.



**Hours:** M-F up to 40 hours, summer; flexible to meet student's schedule during school year, 15 + hours/week



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## Refrigerant Reclaim Helper Youth Apprentice

\$12.50 per hour

AllCool Refrigerant Reclaim, LLC, 1539 Tilco Drive #102, Frederick, MD 21704

1 position available

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.

**Hours:** 20 hrs/wk; Hours are flexible for the student during school year.



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## Automotive Technician Apprentice

\$12.50 per hour

Dynamic Automotive, Frederick County

positions available

Apprentice will 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 repair, 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 transmission fluid exchange, perform power steering fluid exchange, perform brake fluid exchange, perform coolant fluid exchange, perform 2-wheel alignment, perform 4-wheel alignment, inspect and replace belts, inspect and replace coolant hoses, understand how to use pos, understand and look up information in AllData, 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 be able to reset maintenance lights.

**Hours:** flexible to meet student's schedule; (15-20 hours per week) during school year







