



# jag Jobs board

(including full & part time jobs, career opportunities, internships & training programs)

May 10, 2024

Current Issue ♦ Academic Year 2023-2024

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**PLEASE NOTE:** This listing is on-going since the start of the academic year. If you are interested in a specific position, you must contact that office to verify the opportunity/posting status.

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The job postings listed are neither sponsored nor endorsed by the Board of Education of Montgomery County Public Schools, the superintendent, or this school. Postings are provided as a service to our students and community.

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**Need a Resume?** The Montgomery College [Career Coach](#) includes a resume builder (creating an account required). *See additional resume resources on the last pages of this Jag Jobs Bulletin.*

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#### **WORK PERMITS:**

[www.dllr.state.md.us/ChildWorkPermit/web/content/Documentation/WorkPermitsDLLRPoster.pdf](http://www.dllr.state.md.us/ChildWorkPermit/web/content/Documentation/WorkPermitsDLLRPoster.pdf)

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#### **NEW Rock Creek Conservation Corps**

The [Rock Creek Conservation Corps \(RC3\) program](#) provides individuals aged 14 to 24 with a paid summer job in the conservation field. Participants will gain hands-on field experience and learn about environmental restoration work. The RC3 program runs from June 24 to August 2, 2024. This program not only imparts environmental education but also fosters lasting connections to Rock Creek's parklands, while also earning a stipend for their involvement! Applications are currently being accepted on a rolling basis until all spots are filled.

- To apply, go to <https://secure.everyaction.com/dc0iRn0QukC3FV11fWC1Ug2>.
- Contact [volunteer@rockcreekconservancy.org](mailto:volunteer@rockcreekconservancy.org) with any questions.

| Post 10 May 2024 |

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**Interested in Law Enforcement or Criminal Justice?** Montgomery County is hiring young undercover volunteers to help stop illegal alcohol sales. [Information about the position](#) | [Application Process](#) | Post 17 April 2024 |

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**JOB SEARCH RESOURCE:** [INDEED.COM](#)

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**MONTGOMERY COUNTY CIRCUIT COURT SCHOOL YEAR AND SUMMER INTERNSHIP OPPORTUNITIES** @ <https://www.montgomerycountymd.gov/cct/internships.html>.

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**MONTGOMERY COUNTY CAREERS** Job Vacancies posted @ [iRecruitment](#)

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**JOB POSTING: Temple Allen Industries**, a small technology firm in Rockville, makes smart automation systems that sand airplanes for customers like Boeing and NASA. **NOW hiring for summer internships!**

We're looking to hire some students for full or part time work this summer annotating images for machine learning models that will be used in a real production environment. While the annotation task is fairly narrow, students will also learn about daily operations documentation and work completion procedures by using and reviewing documents such as Bills of Material (BoMs), Purchase Order Requests (PORs), etc. When time allows, and as appropriate, students may have the chance to support daily manufacturing operations or assist engineers in developing, building, or testing prototypes.

**Ideal candidates will be current juniors or seniors with a track record of success with engineering, math, physics, or computer science coursework and experiences (e.g. robotics club, math club, coding contests, etc.).**

| [HS Junior Internship Description](#) | [HS Senior Internship Description](#) |

Candidates should send an email to "[jobs@templeallen.com](mailto:jobs@templeallen.com)" with subject line "**ML Intern-High School**" and **include a resume** if they have one, and a **cover letter** explaining why they'd be both interested in and suitable for the experience.

| Post 25 April 2024 |

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**JOB POSTING: KIDspired Summer Camp is HIRING:** My name is Justin Marshall, and I am the Camp Director of KIDspired Summer Camp, hosted at Wilson

Wims Elementary School. We are excited to announce that we are currently seeking passionate and motivated individuals, aged 16 and up, to join our team as summer staff members.

KIDspired Summer Camp provides a vibrant and engaging environment for children during the summer months, offering a variety of enriching activities and experiences. Located at Wilson Wims Elementary School, our camp fosters creativity, learning, and fun for children of all ages.

As we prepare for another exciting summer, we are specifically looking for individuals interested in serving as junior and senior counselors. Junior counselors, aged 16 and 17, play a vital role in assisting our camp counselors and gaining valuable leadership experience. Senior counselors, aged 18 and up, take on additional responsibilities and contribute to the overall success of our camp program.

In addition to general camp staff positions, we are also seeking individuals with a passion for sports to lead our sport-specific camps. Specifically, we have opportunities available for baseball, basketball, and flag football coaches. If you have student-athletes who have a desire to inspire and mentor young athletes, we would love to hear from them.

Our staff members receive comprehensive training, ongoing support, and the chance to create lasting memories for campers. Interested students should reach out to Justin Marshall @ [JustinM@kidspiredllc.com](mailto:JustinM@kidspiredllc.com).

Justin Marshall

KIDspired Summer Camp Director & KIDspired Events Coordinator | [MyKIDspired.com](http://MyKIDspired.com) | 240-429-3367

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**YOUR NEXT Adventure STARTS HERE**

**WORK FOR MONTGOMERY PARKS**

**NOW HIRING**

Full-Time, Part-Time and Internship Opportunities

**Part-Time & Seasonal Staff Positions**

- Resource Analysis Program Assistant
- Summer Camp Counselors & Assistant Counselor (Age 16+)
- Nature Camp Counselors & Assistants (Age 16+)
- Training Coordinator Internship
- Specialty Services Instructor
- Tennis Instructors
- Park Police Barn Assistant
- Special Event Assistant
- Woodlawn Manor Cultural Park
  - Museum Program Aide
  - Museum Educator
- Wheaton Sports Pavilion Positions
  - Front Desk/Customer Service
  - Activity Leader/Customer Service (Age 16+)
- Event Centers
  - Operations/Maintenance
  - Host/Hostess
  - Event Center Reservations Assistant
- Little Bennett Campground
  - Campground Activities Assistant (Age 16+)
  - Campground Attendant (Age 16+)
  - Campground Maintenance
- Ice Rink Positions
  - Manager on Duty
  - Zamboni Operator
  - Cashier (Age 16+)
  - Custodian
  - Pro Shop (Age 16+)
  - Skate Guard (Age 16+)
  - Instructional Assistant (Age 16+)
  - Freestyle Monitor
- Brookside Gardens Positions
  - Volunteer Coordinator Assistant
  - Gardener Assistant
  - Seasonal Event Monitor/Lead
  - Nature Center Aide
  - Nature Program Leaders
- Seasonal Maintenance
  - Park Maintenance (Age 16+)
  - Playground Maintenance
  - Stormwater Management (Age 16+)
  - Athletic Field Technician

To Register for our Seasonal Job Fair, scan the QR code or go to [MoCoParks.org/JobFair](https://www.MoCoParks.org/JobFair)

**JOB POSTING: [MONTGOMERY PARKS](#) NOW HIRING. Opportunities.**

**JOB POSTING: The Comus Inn re-opens in spring 2024 and is hiring for all positions.** Visit <https://www.thecomusinn.com/> to apply. Located at 23900 Old Hundred Road Dickerson, MD 20842 | (301) 349-2015 | Post 14 February 2024 |

**JOB POSTING: [SMOKEY GLEN](#) IS HIRING. Apply in person on Saturday, March 9 from 10 am until 11:30 am or 1 pm until 2 pm | on Monday March 11 from 3:30 pm until 7 pm | on Thursday, March 14 from 3 pm until 4:30 pm.** Located at 16407 Riffle Ford Road, Gaithersburg MD 20878 | Post 16 February 2024 |

**JOB POSTING: MONTGOMERY COUNTY EMERGENCY COMMUNICATIONS.** Public Safety Communications Specialist. If you are interested in communications, consider a career with the Montgomery County Emergency Communications Center! \$5,000 hiring bonus with starting

salary \$50K+. For more information, visit [www.JoinMoCo911.com](http://www.JoinMoCo911.com)

**JOB POSTING: MECHANICAL CONTRACTORS ASSOCIATION OF METROPOLITAN WASHINGTON. PLUMBERS AND PIPEFITTERS APPRENTICESHIP.** Applicants must apply online at [local 5 training.org](http://local5training.org).

**JOB POSTING: WASHINGTON DC JOINT STEAMFITTING APPRENTICESHIP FOR HEATING, AIR CONDITIONING, REFRIGERATION & PIPING.** Applicants accepted online ONLY starting November 1 and closing November 30. Details can be found at <https://602training.org/>. Visit [602training.org/apply-now](https://602training.org/apply-now) during the application period to complete the online application. Questions can be directed to 301.341.1555. | Post 14 September 2023 |

**JOB POSTING: [SHADOWLAND](#) is hiring.** Located in the Quince Orchard shopping center. A great first job experience for students that teaches them responsibility and technical skills. Apply online on the Shadowland website. Apply for the Gaithersburg location Questions should be directed to: Collin Phillips, General Manager  
ShadowLand laser Adventures, 301-330-5546 ext.0  
| Post 11 October 2023 |

**JOB POSTING: [American Pools](#) is hiring.** They will be hiring at Northwest on **Monday, October 16 during lunch** in the GYM Lobby!  
Questions should be directed to KIMBERLEY HYDE-BARTLEY  
STAFFING & RECRUITING; AMERICAN POOL LLC  
410-363-6800  
[americanpool.com](http://americanpool.com) | [guardforlife.com](http://guardforlife.com) | 9305 Gerwig Lane, Suite E, Columbia, MD 21046

**NOW HIRING!**



**POSITIONS**

- Swim Instructors
- Elite Level Coaches
- Client Services

**OFFERING**

- Competitive Pay
- Paid Training
- Sign on Bonus

Apply Here!



**SwimLabs**  
Swim School | LIDS | COMPETITIVE | TRAINING

353 Muddy Branch Road, Gaithersburg 240.801.4518  
www.swimlabs.com/montgomerycountymd

**JOB POSTING: SWIM Labs is hiring.**

Questions should be directed to Margo Kim  
Operations Director  
SwimLabs Montgomery County  
240-801-4518

<https://www.swimlabs.com/locations/montgomery-county-md>

Scan the QR Code for a brief screening.  
| Post: 29 August 29, 2023 |

**CAREER POSTING: NATURALAWN OF AMERICA. Elvin Wolfe III, Regional Manager** (ewolfe@naturalawn.com). Various opportunities in operations, marketing, accounting, purchasing, as well as a pathway to ownership for all employees. Competitive salaries, benefits, and continual paid training within the Green Industry. Visit [www.naturalawn.com](http://www.naturalawn.com) to read more, and to explore the career portal where you can contact the company directly. | Post 19 July 2023 |

**JOB POSTING: LIL' KICKERS SOCCER FOR KIDS HIRING. No soccer experience needed!** | Post 9 June 2023 |

Apply online [Indeed.com](https://www.indeed.com)

Inquire in person at SOFIVE SOCCER CENTER, 1008 Westmore Avenue, Rockville MD 20850 - 301.349.1722

Anthony Howard, Youth Program Leader



**BAR-T IS HIRING**  
For the 2023-2024 School Year

**FLEXIBLE SHIFTS**

Before and After School Shifts

- Morning Shift: 7:00am - 9:15am
- Afternoon Shift: 3:15pm - 6:30pm

Afternoon shifts are perfect for highschool students and our 'split shift schedule' supports college students.

Extra shifts available when MCPS is closed and Bar-T is open (professional days/breaks)

**TRANSPORTATION OPTIONS**

Bar-T may be able to offer you a ride from school to work in the afternoon at the following locations...

- Bethesda-Chevy Chase
- Walter Johnson
- Walt Whitman
- Winston Churchill

\*Conditions apply\*

**HIRING FOR THE 2023 - 2024 SCHOOL YEAR AT THE FOLLOWING ELEMENTARY SCHOOL LOCATIONS:**

- Bannockburn
- Bells Mill
- Belmont
- Burning Tree
- Christa McAuliffe
- Clopper Mill
- College Gardens
- Darnestown
- Diamond
- Fields Road
- Germantown
- Goshen
- Great Seneca Creek
- Kensington
- Parkwood
- Lakewood
- Laytonsville
- Matsunaga
- McNair
- Mill Creek
- Poolesville
- Potomac
- Rachel Carson
- Ritchie Park
- Rock Creek Forest
- Rock Creek Valley
- Sally K Ride
- Somerset
- Stedwick
- Thurgood Marshall
- Travilah
- Watkins Mill
- Whetstone
- Wood Acres
- Woodfield

**APPLY NOW!**



**BAR-T.COM**

**JOB POSTING: BAR-T is hiring.** | Post 17 July 2023 |

**JOB POSTING: TALK OF THE TOWN VARIETY ENTERTAINMENT @ [www.TOTTEvents.com](http://www.TOTTEvents.com).** Hiring event staff. Flexible schedule. Weekend availability. Must be able to lift 20lbs. Must be 16+ years of age. Must have a reliable source of transportation. Email Alexis at [HR@Tottevents.com](mailto:HR@Tottevents.com).

**JOB POSTING: CODE NINJAS is hiring (Germantown location) • 12974 Middlebrook Road (301) 371-2572 (repost 1/30/2023)**

**Interested in a fun, engaging role? Code Ninjas is looking for Young Coders/Computer Science student (in C# || JavaScript || Lua).** Flexible scheduling. Fun, friendly work environment. Apply by email with resume to [germantownmd@codeninjas.com](mailto:germantownmd@codeninjas.com). Students in grades 10, 11 & 12 may apply. Include with your resume, two reasons why you are interested in this role.

**JOB POSTING: RSV POOLS** • [www.RSVpools.com](http://www.RSVpools.com) • RSV is looking for responsible lifeguards and pool operators. Certification offered. Competitive salary - Quality pools - Practical experience - Enjoyable workplace - Internships. Serving Montgomery County and Frederick County.

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**JOB POSTING: PANDA PROGRAMMER.com is hiring (Gaithersburg, Rockville, Germantown, and Silver Spring locations)** • [www.PandaProgrammer.com](http://www.PandaProgrammer.com) (443) 26-PANDA. Panda Programmer is actively seeking high school students to teach computer programming to elementary and middle school students in Germantown and the surrounding areas. We are looking for students who are good with kids, have solid computer programming experience, and have reliable transportation. Our rates for student teachers start at \$17 per hour. Click [here](#) to view the Teach Coding with Panda Programmer Information sheet on how to apply. Questions can be directed to Sara Basile, Parent Support Specialist @ [PSS@pandaprogrammer.com](mailto:PSS@pandaprogrammer.com). 443-26-PANDA ext 780

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**JOB POSTING: VOLUNTEER • SSL HOURS • THE GEORGE B. THOMAS. SR. LEARNING ACADEMY (The Saturday School)** 301-287-8980  
**Earn your Student Service Learning Hours, Give A Little Time, and Make a Big Difference. Virtual Learning.** Visit <https://saturdayschool.org/teach-or-volunteer/>. This SSL opportunity is for middle and high school students in grades 7 through 12.

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**JOB POSTING: ARISTOTLE CIRCLE PEERS TUTORING | TUTORS NEEDED | job post ongoing |**  
Choose your own hourly rate! Boost your resume for college applications – recommendations provided! Choose the subjects you want to tutor. Flexible scheduling for your convenience. Academic tutors as well as sports and musical instruments needed. Apply online at [aristotlecircle.com](http://aristotlecircle.com) and click on **JOIN US** | 1.800.467.0895

**Qualifications:**

- 3.7 unweighted GPA and impressive SAT/ACT scores. Responsibility of tutoring students from kindergarten to 12<sup>th</sup> grade, often in a variety of subjects.
- Upbeat and friendly personality. Strong communication skills. Experience working with kids. Available to work at least 3 hours per week and access to transportation.

Regional Educational Advisor: Judi Halperin (240.224.0966) [judi@aristotlecircle.com](mailto:judi@aristotlecircle.com)

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**MARYLAND NATURAL RESOURCES POLICE:** The hiring process for officer-candidates is structured, rigorous and detailed from June 1 – June 15. Stages of the hiring process include a functional fitness assessment, written examination, polygraph and background investigation, medical and psychological examinations and an oral interview. For more information, contact the recruiting officer at 443.221.8251 or [NRPrecruiting.dnr@maryland.gov](mailto:NRPrecruiting.dnr@maryland.gov). Recruiting office for Area 5 for Montgomery County Cpl. Robert Kapp @ [Robert.Kapp@Maryland.gov](mailto:Robert.Kapp@Maryland.gov) (800) 342-7808.

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**COVER LETTER & RESUME SAMPLES FOLLOW!**

## SAMPLE OF A COVER LETTER

Date

Recipient (Name of Contact for Employment)

Title

Company

Street Address

City, ST, Zip Code

Dear Hiring Manager:

Please accept my enclosed application and resume for the (insert position title/internship title/etc. here) at (insert Company's name). State why you think you would be a good fit for the position, such as skill sets, experience, etc. For example: "As a student at (name of High School), I have been in positions of leadership, such as being a part of my Student Government Association (SGA), and team captain of my athletics team. I have also volunteered at local animal shelters, and homeless shelters." Do not list everything on your resume. You are just providing a letter with a summary of information. You do not have to go into detail about every experience. Keep the letter brief

Include information about yourself and how you think your positive qualities would make a good fit. For example, "These opportunities have expanded my leadership capabilities and enhanced my drive to help others."

I would like the occasion to showcase my skills. I believe that I can exceed the expectations for this role. I look forward to connecting with you soon.

Sincerely,

E-Signature

Insert Name

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**SAMPLE OF THE HIGH SCHOOL RESUME**  
**SOURCE: JIST TEMPLATE**

**ADDITIONAL RESUME TEMPLATES ARE AVAILABLE USING THE RESUME BUILDER IN NAVIANCE.**

**From Link for Counselor ‘Top 20 Must Have Skills to Put on a Resume’**

**Top 10 Soft Skills:** Problem Solving | Critical Thinking | Flexibility | Communication | Teamwork | Organization | Creativity | Emotional Intelligence | Attention to Detail | Responsibility

**Top 10 Hard Skills:** Computer Software and Application Knowledge | Design | Data Analysis | Negotiation | Mathematics | Project Management | Marketing | Administrative | Writing Skills | Foreign Languages

	<b>NAME</b>	
	Street Address City, State, ZIP Telephone E-mail	
<b>Career Objective</b>	Information stated as a goal statement	
<b>Education</b>	Name of High School College Preparatory Program—Class of 20xx Summer Institute or School	
<b>Honors &amp; Awards</b>	Effort Honor Roll/Honor Roll/High Honor Roll—20xx–20xx Student Council Community Service Awards Volunteer Certification, 20xx	
<b>Experience</b>	Experience number 1 Experience number 2 Experience number 3 Experience number 4	
<b>Extracurricular Activities</b>	School Athletic Team *Level of athletic achievement, 20xx–20xx Club Membership, 20xx–20xx	
<b>Interests</b>	Hobbies Relevant activities outside school	
<b>Personal References</b>	Name (Relationship) Address Telephone	Name (Relationship) Address Telephone

**SAMPLE – BASIC HIGH SCHOOL RESUME**

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**| END |**