

# Job List – 12/10/18

## **Art Teacher (Part-Time) – NorthBay**

**Location:** North East, MD

**Source:** <https://northbayadventure.org/about/careers/>

### **Description:**

This position serves students in the area of activity time during afternoon and evenings. Acts as a positive/creative reinforcement to the educational experience for students in the area of Art. Duties also involve assisting the Evening Program Coordinator in areas of transitions with campers and guests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned. • 1. Help coordinate creative camp activities in the Art room. 2. Help oversee the operation of the students attending the art activity.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School Diploma

**LANGUAGE SKILLS:** Strong communication skills required, both verbal and written.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

If you would like to join a team that is on a mission to serve children and the community, please submit your application and/or resume to [northbayjobs@northbayadventure.org](mailto:northbayjobs@northbayadventure.org).

## **Delivery Driver (Part-Time) – Pizza Tower**

**Location:** 224 W. Main Street, Rising Sun, MD

**Description:** Pizza Delivery Drivers are in charge of transporting food items from pizza restaurants to customers' homes. Pizza Delivery Driver duties include loading orders, driving, delivering pizza, collecting payments, and keeping in touch with the main office.

**Apply within.**

## **Weekend Dining Supervisor/Sous Chef (Part-Time) – NorthBay**

**Location:** North East, MD

**Source:** <https://northbayadventure.org/about/careers/>

**Description:** The Weekend Dining Supervisor/Sous Chef is responsible for ensuring the efficiency and quality of food purchasing, receiving, storage as directed by the Manager of Food Service, the efficiency of food preparation (from pre-preparation to plate presentation), sanitation of the production areas, and direct supervision of production, service, and clean up on a shift to shift basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. Delivery of a superior dining experience that will delight our guests with food that surprises them by its quality, taste, and healthy value. Plan the dining experience for maximum fun, ambiance, and appropriate variety. 1. Maintains the NorthBay philosophy and Vision statement. 2. Schedules daily kitchen production and food prep for on-time service for camper and staff meals. 3. Monitors preparation and service accuracy for all menu items to include proper temperature, taste, consistency, diet restrictions and portion control. 4. Ensures proper presentation of all food items to provide maximum appeal and freshness. 5. Supervises schedules, evaluates, trains, and disciplines all culinary staff and utility staff. Maintains effective communication with managers, fellow supervisors, subordinates and all other coworkers. 6. Supervises organization and sanitation of dining rooms, kitchen, storage areas and loading dock. 7. Supervises opening and closing of food service operation. 8. Performs any duty requested by Management to ensure the effective and efficient

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Minimum of two years high volume cooking experience. Supervisory experience desirable. College or culinary training preferred. High School Diploma or GED required. Certificate in food service sanitation (Servsafe) preferred.

**SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:** Able to manage multiple teams simultaneously. Effective time management. Adapt to changing job conditions during shift. Effective problem solving and improvisation skills.

**LANGUAGE SKILLS:** Strong communication skills required, both verbal and written.

**LICENSES, CERTIFICATES, REGISTRATIONS:** Servsafe certified

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## **Registered Behavior Technician (Full Time) – Ocean Front Counseling**

**Location:** North East, MD

**Source:** <http://www.oceanfrontcounseling.org/about-us/work-with-us/>

**Description** RBTs work 1:1 with children who have Autism to help them with communication, daily living, and socialization, including a variety of play activities. Under the direct supervision of our Board Certified Behavior Analysts, you will deliver a curriculum that has been determined as appropriate and ideal from formal assessments, and proven effective, from over 70 years of evidence research. RBTs are the backbone of ABA Therapy, as they provide evidence based therapies directly to clients in the home setting.

Do you like having the freedom to design a schedule that works around you?! The position is contractual, and you are able to set your own schedule! Hours available are typically after school and on the weekends.

We do offer Supervision Hours to students working towards obtaining their BCBA credential. Please contact us for more information.

### **Duties and Responsibilities**

- Must have the ability to obtain the Registered Behavior Technician (RBT) credential and pass the required examination within one month of joining the team. RBT class is 40 hours, and is 100% online. Class fee, application fee, assessment, and exam voucher paid by Ocean Front Counseling. Candidates must successfully obtain the certification before being eligible to work independently with consumers.( <http://bacb.com/rbt/>)
- Abide by Behavior Analyst Certification Board (BACB) code of Ethics. <http://bacb.com/ethics/>
- Abide by HIPAA policies and procedures
- Attend trainings and maintain effective knowledge of identified qualifications/competencies listed below:
- Assimilate and carrying out direction from supervising behavior analyst for therapy and data collection
- Provide effective behavior evidence based treatments
- Collect unbiased and accurate data during therapy sessions
- Proactively communicate with supervising behavior analyst for questions and feedback
- Maintain reliable transportation, a driver's license, and car insurance

### **Skills and Attitudes**

- Maintain professional relationships with clients.
- Approach stressful situations with grace.
- Team-player
- Communicate effectively and be able to resolve conflict in a straightforward and timely manner.
- Remain organized, great time management skills.
- Friendly, empathetic
- Treat clients and their family members, and fellow staff with respect.
- Ability to read and communicate digitally and on paper

### **Education & Experience:**

- Preferred Bachelor's Degree in a related field to behavior analysis or education, including: special education, child development and psychology, among others

- Preferred one year experience working in a related field

**Benefits**

- Hourly Wage
- Set your own schedule
- Manageable caseloads
- Ability to obtain Registered Behavior Technician credential
- Free mentoring towards Board Certification (BCBA)
- Be a valued member of a team making a difference in the lives of our clients every day.

Job Type: Contract

Salary: \$15.00 /hour

**Front Desk Receptionist (Part-Time) – Serenity Salon Spa & Tanning**

**Location:** 2525 Augustine Herman Highway, Suite B, Chesapeake City, MD

**Source:** <https://serenitycc.com/about-us/professional-opportunities/>

**Description:**

A self-motivated, responsible, multi-tasker a must! Someone who is pleasant, good with the public and has computer skills. Experience in a hair salon a big plus!

Salary: \$10.10 to \$12.00 /hour

**Apply within**

**Teacher/Teachers Aide ( Full-Time) – Reach For The Stars Daycare**

**Location:** 731 West Pulaski Highway, North East, MD

**Source:** <https://www.indeed.com/cmp/Reach-For-the-Stars-Daycare/jobs>

**Description:**

We are currently looking for a qualified senior staff teacher for our 2 or 3 year old classroom. Experience is encouraged but not a necessity we will train people who are new to the field. We strive for a learning atmosphere to help ready children for school. Must be high energy and outgoing to keep up with the children.

Salary: \$10.10 /hour

## **Veterinary Receptionist/Assistant (Full-Time) – All Creatures Veterinary Service**

**Location:** Rising Sun, MD

**Source:** <https://www.indeed.com/jobs?q&l=cecil%20county%20md&start=40&vjk=8672f4b23fe1683b>

### **Job Description:**

All Creatures is a two doctor mixed animal veterinary practice located in Rising Sun, MD. We are seeking a full-time veterinary receptionist/assistant to join our expanding and amazing team. Our team is looking for motivated candidate(s) with at least one year experience working in veterinary healthcare. Open to training ideal candidates.

### **Essential duties and responsibilities for the position;**

- Provide top-notch customer service
  - Being attentive to client and pet needs
  - Identify and work compassionately with clients in various emotional states
  - Answer and triage phone calls from clients
  - Schedule appointments and schedule procedures
  - Check-in clients
  - Monitor client flow from check-in to discharge
  - Monitor schedule and flow
  - Client callbacks
  - Managing record requests between other hospitals and specialty practices
  - Fill prescriptions
  - Client education
  - Understand vaccinations, basic lab tests, common diseases, and pet behavior
  - Assist in cleaning the hospital including but not limited to: keeping reception desk area and lobby clean and sanitary, taking out the trash and recycling, exam rooms, kitchen as needed
  - Process payment transactions
  - Maintain proper documentation in the electronic medical record
  - Relay appropriate information to/from clients to doctors and/or management
  - Computer skills: Able to use Windows based computer systems, word processing, email, web search and other skills needed to effectively use the practice management software program

Experience: customer service: 1 year (Preferred) Veterinary Receptionist: 1 year (Preferred)

## **Assistant Librarian (Part-Time) – Cecil College**

**Location:** North East, MD

**Source:** <https://www.cecil.edu/about-us/employment>

### **Description:**

The PT Assistant Librarian will perform general library duties; cover the circulation desk; provide reference, research, and citation assistance; and other duties as assigned. This position works solo, and acts as the college phone operator on weekends. Excellent customer service skills are essential.

Responsible for opening and closing library procedures.

Responsible for operation of the college library every other weekend. Friday evenings 4:30-8pm and Saturdays 11am-4pm.

Position to start immediately. Candidates with an ALA accredited MLS degree preferred, Bachelor's degree required

## **Stock Associate (Part-Time) – West Marine**

**Location:** 475 N. Mauldin Ave, North East, MD

**Source:** [https://wfa.kronostm.com/index.jsp?locale=en\\_US&applicationName=WestMarineNonReqExt&SEQ=positionDetails&POSTING\\_ID=14807149714](https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=WestMarineNonReqExt&SEQ=positionDetails&POSTING_ID=14807149714)

**Description:** Under general supervision, performs physical labor to place retail stock and supplies in their proper place to create a great “customer experience” environment. Duties include: unloading truck, checking merchandise to purchase order/invoice, stocking merchandise, putting merchandise away from customer use. They will perform other duties as assigned. This position reports to the Store/General Manager.

### **Essential Job Functions**

Unload store merchandise from truck.  
Check in merchandise from truck or other means per West Marine policy.  
Ensure that merchandise shipments have been received and displayed within twenty-four hours of receipt.  
Label or apply merchandise sales tags if necessary to merchandise.  
Restock shelves that require re-stocking.  
Ensure that “put-away” merchandise is taken care of properly.  
Ensure the Store is neat, clean and organized throughout each business day.  
Work with fellow associates to maintain that Asset Protection standards are met all the time.  
Work with associates to achieve Store’s sales plan.  
Actively participates in all programs and procedures that drive sales.  
Treat associates and customers better than they expect.  
Acknowledge and greet customers that are within a close (ten-foot) radius or ten seconds of arriving where the associate is working.  
Acknowledge by signature that weekly “Store Bulletin” has been read. (Store information flyer.)

### **Additional Job Functions**

Participate in Store daily opening and closing duties.  
Answer the telephone within three rings.  
Have the ability to wear and communicate through a headset.  
Strive to create a great customer service environment.  
Work with associates to achieve a high “Matinee Review” score through excellent customer service, product knowledge and follow through.  
Performs related duties as required.

Communication skills and knowledge of Math and English required. Must be able work a standard workday as set by West Marine. Must be able to lift up to 40 pounds to shoulder height unassisted. Computer skills preferred. Must have a flexible schedule and be able to work evenings, weekends and holidays.