

Charles County Government Volunteer Opportunities

8/28/2013

Volunteer/Internet Employment Application

Department	Volunteer Title	Work Location	Description	Days & Hours Available	Public Transit Accessible?
Community Services/Aging	Database Developer	Port Tobacco	Develop an Access database to track clients of the Maryland Access Point program. Must have excellent computer skills; strong organizational skills; good time management skills; and be able to maintain confidential information.	Flexible	Yes
Community Services/Aging	Nutrition Assistant	Port Tobacco and Senior Centers	Visit the senior centers to help with a satisfaction survey and nutrition screenings for the senior center participants.	Flexible	Yes
Community Services/Aging	Fitness Assistant	Port Tobacco and Senior Centers	Assist the Physical Fitness Coordinator with fitness and health programs for participating seniors. Must have fitness background and interest in working with diverse groups.	Flexible	Yes
Community Services/Aging	Meals on Wheels Delivery Assistant	Varies	Deliver meals to homebound the elderly. Volunteers will work with a volunteer network under contract with the Division. Interested persons can contact Lisa Furlow at 301-934-0138 to get connected with the volunteer coordinator in their area.	Flexible	Yes
Community Services/Aging	Ombudsman Volunteer	Varies	Visits residents in nursing and assisted living facilities and helps residents maintain legal rights, control over their own lives, and personal dignity by working with the Ombudsman in the Aging Division.	Flexible	Yes
Community Services/Aging	Senior Center Assistant	Senior Centers	Assist the Senior Center Staff members with lunch service and kitchen clean-up; activities and programs; and special events for participating seniors. Must be friendly and have an interest in working with diverse groups.	Flexible	Yes
County Administrator's Office	Crain Memorial Welcome Center Volunteer	12480 Crain Hwy. Newburg	Provide Charles County and Maryland travel information, make hotel reservations, promote Charles County to visitors and callers. Must be able to read maps and give directions for Charles County and Maryland.	Thursday – Sunday, 8:30 am – 4:30 pm	Yes, with pre-arrangement
County Administrator's Office	Office Assistant	County Govt. Bldg. 200 Baltimore St. La Plata	Provide administrative support, including filing, copying, scanning, shredding, and file management. Must have strong organizational and clerical skills.	Monday – Friday 8:00 am – 4:30 pm	Yes
County Administrator's Office	Desktop Publisher Assistant	County Govt. Bldg. 200 Baltimore St. La Plata	Assist the Media Office with design projects. Must have an interest in the visual arts, and knowledge of graphic design using Adobe software.	Flexible	Yes
County Administrator's Office/CCGTV	Videographer Assistant	County Govt. Bldg. 200 Baltimore St. La Plata	Assist the Media Office with projects. Should have an interest in the visual arts, and some knowledge of or interest in videography, still photography, editing, and television.	Flexible	Yes
County-wide	Translator/Interpreter	Flexible – via telephone	Foreign language interpreters needed to translate via telephone for citizens and customers. Variety of languages needed, primarily	Flexible, Monday – Friday, daytime	n/a

			Spanish/Latino dialects.		
Emergency Services/Animal Control	Clerical Assistant	Tri-County Animal Shelter 6707 Animal Shelter Rd. Hughesville	General office work and customer service at the Animal Shelter. Assist as receptionist and with typing, data entry, and animal adoptions. Must be able to communicate effectively in a pleasant, respectful manner. Must be familiar with Micro Soft Word.	Monday – Friday, 10 am – 6 pm; Saturdays, 8 am – 4 pm	No
Emergency Services/Animal Control	Kennel Attendant	6707 Animal Shelter Rd. Hughesville	Perform routine animal care and related duties at the Animal Shelter. Clean/maintain kennel areas, show animals to prospective adopters. General housekeeping of shelter area. This position is physically demanding, requiring workers to walk or stand for long periods and lift and carry up to 70 pounds.	Monday – Friday, 8 am – 6 pm; Saturdays, 8 am to 4 pm; Sundays, 8 am to 12 pm	No
Fiscal & Administrative Services/Admin. & Budget	Administration Receptionist	County Government Bldg. 200 Baltimore St. La Plata	Perform basic office duties, answer the telephone. Deliver and pick up mail from the County mail room; sort, open, and log all incoming and outgoing mail. Filing (alphabetical), copying, faxing. Prefer experience with Word and Excel.	Flexible Monday – Friday, 8:00 am – 4:30 pm	Yes
Fiscal & Administrative Services/Information Technology	Computer Help Desk Assistant	County Government Bldg. 200 Baltimore St. La Plata	Receive, screen, and refer telephone calls; assist in installing new computers according to standard installation checklist. Must be able to lift 30 pounds; driver's license required. Requires advanced computer skills.	Monday – Friday 8:00 am – 4:30 pm	Yes
Fiscal & Administrative Services/Purchasing	Office Assistant	County Government Bldg. 200 Baltimore St. La Plata	Assist with event planning, data entry, database management, editing, researching and analyzing data, and other administrative duties. Must have excellent computer and organizational skills.	Flexible Monday – Friday, 8:00 am – 4:30 pm	Yes
Planning & Growth Management/all divisions	Office Assistant	County Government Bldg. 200 Baltimore St. La Plata	General office and administrative work and assist customers; typing, filing, faxing, photocopying, data entry. Some computer knowledge (Word and Excel) helpful. Must have telephone and typing skills.	Monday – Friday, 8 am – 4:30 pm	Yes
Public Works/Facilities/Parks & Grounds	Laborer	Indian Head Rail Trail	Walk or bike the trail to ensure cleanliness, assist patrons, report maintenance needs.	Flexible	No
Public Works/Facilities/Environmental Resources	Laborer	Charles County Landfill 12305 Billingsley Rd. East Waldorf	Pick up trash, paint dumpsters, mow grass, sweep and scrub floors, wash windows, empty trash cans, wash and wax vehicles, clean fence lines, sweep curbs, and other general manual labor performed under supervision. Must be able to bend and lift up to 25 pounds.	Monday – Saturday, 7 am – 5 pm	No
Public Works/Utilities	Office & Special Project Assistant	Mattawoman Water Reclamation Facility 5310 Hawthorne Rd.	Perform general administrative duties, as well as assist with special projects in the Operations & Maintenance Division. Requires computer and organizational skills.	Flexible	No