



Intern or Summer Employment Job Openings

Position Open: Sports Event Assistant

Employer: Paducah McCracken County Convention Center,
415 Park St., Paducah, KY 42001



Type: Paid Part-Time/Seasonal Internship

Number of open positions: 1

Description: Paducah McCracken County Convention & Expo Center currently has a paid internship position available in our sports event management office. Due to the ever-changing environment related to COVID requirements and the obstacles associated with coordinating multiple team schedules, this position will require someone who is adaptable and holds strong communication, organizational, and time-management skills.

PMCCC is looking for candidates with work experience and/or an educational background in any of the following: event management, logistics, business leadership, or parks and recreation.

This internship has the potential to evolve into a permanent role with PMCCC and is a paid position with the hourly wage range dependent upon the candidate's previous experience and/or educational background

Minimum requirements to apply:

- High school diploma, GED, or equivalent
- Valid driver's license
- Current working phone number

Deadline to apply: May 1, 2021

How to apply: Email Jo Brown at Jo@paducahconventions.org

Position Open: Human Resources Intern

Employer: Worthington Industries, 3200 Bullard St., Paducah



Type: Paid Seasonal Internship, 3-9 months, \$12.85/hr

Number of open positions: 1

Description: This position will support the HR team and other managers in the facility through various tasks and projects.

Ideally, candidates would be able to start in February/March timeframe. Preferably, candidates would be looking to build a long-term relationship with the company as this internship would extend into future semesters. Candidates must be able to work a minimum of 20 hours per week throughout the school year and preferably 40 hours per week in the summer.

Responsibilities

- Assists in benefit administration including; answering questions, completing and filing necessary forms,
- employee training, new hire benefit orientation and exit process, open enrollment etc.
- Assists in payroll auditing to confirm compliance
- Involved in the recruitment and selection process such as screening, interviewing, onboarding, etc.
- Coordinates miscellaneous programs including health fairs, banquets, picnics, attendance and recognition awards, etc.
- Other duties as assigned

Desired Experience

- Basic knowledge of human resources laws and regulations
- Customer service focused
- Organized and detail oriented
- Work independently and interact with all levels of employees (production and management)
- Strong interpersonal skills
- Advanced communication skills
- Excellent prioritizing skills
- Ability to maintain a high level of confidentiality

Deadline to apply: Job will be posted until filled

How to apply: worthingtonindustries.com/paducah

Position Open: Bulk Production Line Operator

Employer: Dippin Dots, LLC, 5101 Charter Oak Drive

Type: Paid Seasonal/Full-Time Summer Employment

Number of open positions: Multiple



Description: General duties include those of line operator, sealer, boxer, bag filler and off-bearer to the conveyor. All employees are required to be in full uniform to include bouffant cap, beard cover (as applicable), and gloves. Hearing protection is recommended and safety glasses are required at all bag filling stations.

Employees will rotate from station to station on a scheduled basis in the interest of creating an ergonomically-friendly work environment.

Specific duties include filling gallon ice cream bags from the Speedy filler and transferring those bags to the adjacent bag sealing station. Employees at the sealing station will place the open bags into the sealer and they will proceed through the sealer to ensure the bags are properly sealed. Once sealed, the bags are placed into the case, six gallon bags to the case, and the employee at the boxing station will process the case through the box sealer. Once this step is completed, the employee at the off-bearing station will place the case onto the conveyor where it proceeds to the stacking hall.

All employees are required to attend weekly safety meetings and will receive Good Manufacturing Practices (GMP) training specific to their job function as per the HACCP/GMP Manual.

Employees should be in good general physical condition and able to stand for prolonged periods, bend, turn, twist and lift up to a minimum of 40 pounds, without restriction. Employees must work well with others and have good social and communication skills and be willing to take direction.

Minimum requirements to apply:

- 18 years old for full-time status
- 16 years old for summer employment

Deadline to apply: Jobs will be posted until filled

How to apply: Email Holly Wilson at holwil@dippindots.com, or Janice Johnson at janjoh@dippindots.com

Position Open: Product Distribution/Loading

Employer: Dippin Dots, LLC, 5101 Charter Oak Drive

Type: Paid Seasonal/Full-Time Summer Employment

Number of open positions: Multiple



Description:

- Ability to interpret and follow product order pick ticket to load product quickly and accurately, either in Pallet Reefers, break down boxes, big boy coolers or international shipping containers.
- Loads dry ice in containers that require dry ice.
- Charges Pallet Reefer with CO2.
- Safe Operation of forklift to load product shipping containers into commercial carrier containers and to unload empty returned shipping containers from commercial carriers. Unload raw materials deliveries.
- Maintain product in cold storage areas in an organized and neat manner.
- Maintains and repairs Pallet Reefers/Transport Boxes.
- Maintain a clean, orderly and safe work area.
- Physically be able to perform job duties, with ability to lift 50-55 pounds.
- Ability to follow both written and oral instructions.
- Must report to work on time and be able to work long hours.
- Safe Operation of forklift to load product shipping containers into commercial carrier containers and to unload empty returned shipping containers from commercial carriers. Unload raw materials deliveries.
- Attend weekly safety meetings and follows all safety procedures, and assure all safety measures are followed in the department.
- Ability to work as a team in a team environment, and promote teamwork in the department.
- Comply with the policies and procedures outlined in the employee manual.
- Rotate between positions when employees are on vacation or absent.
- Perform general housekeeping and dry goods orders when staff is at full capacity.

Minimum requirements to apply:

- 18 years old for full-time status
- 16 years old for summer employment

Deadline to apply: Jobs will be posted until filled

How to apply: Email Holly Wilson at holwil@dippindots.com, or Janice Johnson at janjoh@dippindots.com

Position Open: Future Physicians Program Intern



Employer: Mercy Health – Lourdes Hospital, 1530 Lone Oak Road, Paducah, KY 42003

Type: Seasonal Internship (Summer 2021)

Number of open positions: Six

Description: The Future Physicians program gives undergraduate pre-medicine students a look into medicine, hoping to inspire them to pursue this rewarding field. Future Physicians participants will observe the preceptor performing patient care. They may also assist in performing non-invasive tasks when directly supervised by the preceptor. Participants may not administer medications, document in the medical record, or function as a sitter/companion.

After successfully completing the program, each participant will receive a \$500 Lisa Lasher Future Physicians Scholarship.

Minimum requirements to apply:

- Be at least 18 years of age
- Have a high school diploma or GED
- Be currently enrolled in an undergraduate program with a concentrated focus on pre-medicine. Preference will be given to students that have completed at least 2 years, however all applications will be accepted and reviewed.
- Maintain a 3.5 GPA – will need a copy of current transcript from university
- Provide proof of COVID Vaccination OR be willing to receive COVID Vaccination at Mercy Health – Lourdes Hospital
- Must be available for orientation on June 8, 2021.
- Must be available June 14 - July 23, 2021. More than 2 absences during this time period will result in dismissal from the program.
- Have not previously participated in the program.

Deadline to apply: April 14, 2021. (Applicants will be notified of decision by April 30, 2021.)

How to apply: To apply, please email all application documents to Brittney Gates, Medical Staff Services Manager, at bngates@mercy.com. Online application attachments must include:

- Resume
- 200-word essay - Using Lourdes' core values, write an essay on how you have seen these values demonstrated through your work and/or educational pursuits. Please refer to www.mercy.com/Paducah for core values.
- Two letters of reference – one must be from a professor or TA

Position Open: Summer 2021 AmeriCorps Service Position - Home Repair Coordinator

Employer: Midtown Alliance of Neighbors, 300 Fountain Avenue Paducah KY 42001

Type: Full-time Temporary, 450-hour position

Number of open positions: 1

Description: Three-month commitment as AmeriCorps Service Member beginning by early May 2021, and running through July 31, 2021. (A follow-up full year of service at the site, with additional benefits, is possible.)

The Midtown Alliance of Neighbors is one of several service sites across Kentucky partnering with the Homeless and Housing Coalition of Kentucky in their Homes for All program. This program is one of many AmeriCorps programs across the country.



The service position offers a living allowance of \$3,790 and an education award of \$1,678.57 upon completion of the required 450 hours of service (can be used for past or future educational costs). Student loans are deferred during the service period.

QUALIFICATIONS

- Thorough and organized with strong orientation to detail.
- Ability to work as a member of a team, meet deadlines, and plan work.
- Strong aptitude and some hands-on experience in construction is helpful.
- Excellent communication skills, with ability to communicate with community-based volunteers, youth volunteers, halfway house inmate community service workers, and low- and moderate-income homeowner clients; and to speak to groups to recruit and lead volunteers. Should be comfortable with telephone, mail, email, Facebook, website, and public speaking as modes of communication.
- Ability to effectively motivate and train volunteers to participate in construction activities.
- Ability to create and edit documents in Microsoft Word and Excel.
- Commitment to AmeriCorps and its policies and philosophies and to the non-profit's work toward eliminating substandard housing

RESPONSIBILITIES

The Rehabilitation/Construction Coordinator will assist with the following activities:

(1) Coordinate volunteer-led work events, helping approximately 3-5 homeowners. (Duties related to this program will take approximately 70% of the member's time.)

Work will include all aspects of the event--review of applications, visits to identify and prioritize work, outreach and recruitment of volunteers, pricing and purchase of materials as needed, coordination of work to be done, hands-on work as experience permits, tracking of expenses, and completion of all related paperwork.

(2) Assist in coordinating moderate life and health-safety repairs at low-income homeowners' homes. (Duties related to this program will take approximately 20% of the member's time.)

- Work with staff and homeowner to define scope of work. Aid in procurement of contractor(s).
- Assist in working with contractors, and supervise volunteer work crews in completing additional work.
- As directed, take responsibility for recordkeeping associated with each project, which may include client intake, final income and ownership verification, preparation of drawings or development of scope of work, procurement of contractors, agreements and contracts with clients and contractors, scheduling of inspections with the granting agency, tracking of expenditures, and all other required documentation.



(3) Other Duties Related to the Homes for All Program (Approximately 10% of the member's total time will be spent on these activities).

- Member will participate in remaining Homes for all Corps trainings.
- Member will complete necessary Homes for All paperwork and reporting.

Minimum requirements to apply: At least 18 years old, ability to pass a background check, and driver's license and good driving record.

Deadline to apply: April 23

How to apply: Contact Sharon Poat at 270-556-0826 or poats@bellsouth.net

As of 3/30/2021