

# the Job Journal

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LET US KNOW  
ABOUT YOUR  
UPCOMING  
EMPLOYMENT  
OR TRAINING  
OPPORTUNITY  
in the Tri-County area.  
Please contact us to  
include your event in  
our next  
issue.

Tri-County Workforce  
Development Initiative  
31901 Tri-County Way  
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410-546-6840

To subscribe to  
*THE JOB  
JOURNAL*  
call 410-546-6840



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the Tri-County  
Workforce  
Development  
Initiative, in  
partnership with  
the Department of  
Human Services.

**TIP  
OF THE  
WEEK**

## Job Search Dos Part 2

**Define your potential value.** With a clearly defined goal and audience, you can begin crafting your targeted resumes and cover letters—and demonstrate your value as a potential hire. What can you potentially offer employees if you were hired? How can you help them meet their specific needs?

If you need some guidance to help you define your potential value, including what makes you stand out from the job hunting crowd, ask yourself the following questions:

- What benefit or contribution do I add?
- What key accomplishments or successes have I delivered time and time again?
- What would I say is unique about myself and how I do what I do?
- What are my greatest strengths?
- What do others see as the value I add?
- How have I positively influenced others?
- What would others say is fascinating, compelling, or interesting about me?
- What benefit would an employer or company get from choosing me over another candidate?
- What benefit or value did I bring to my previous employers?

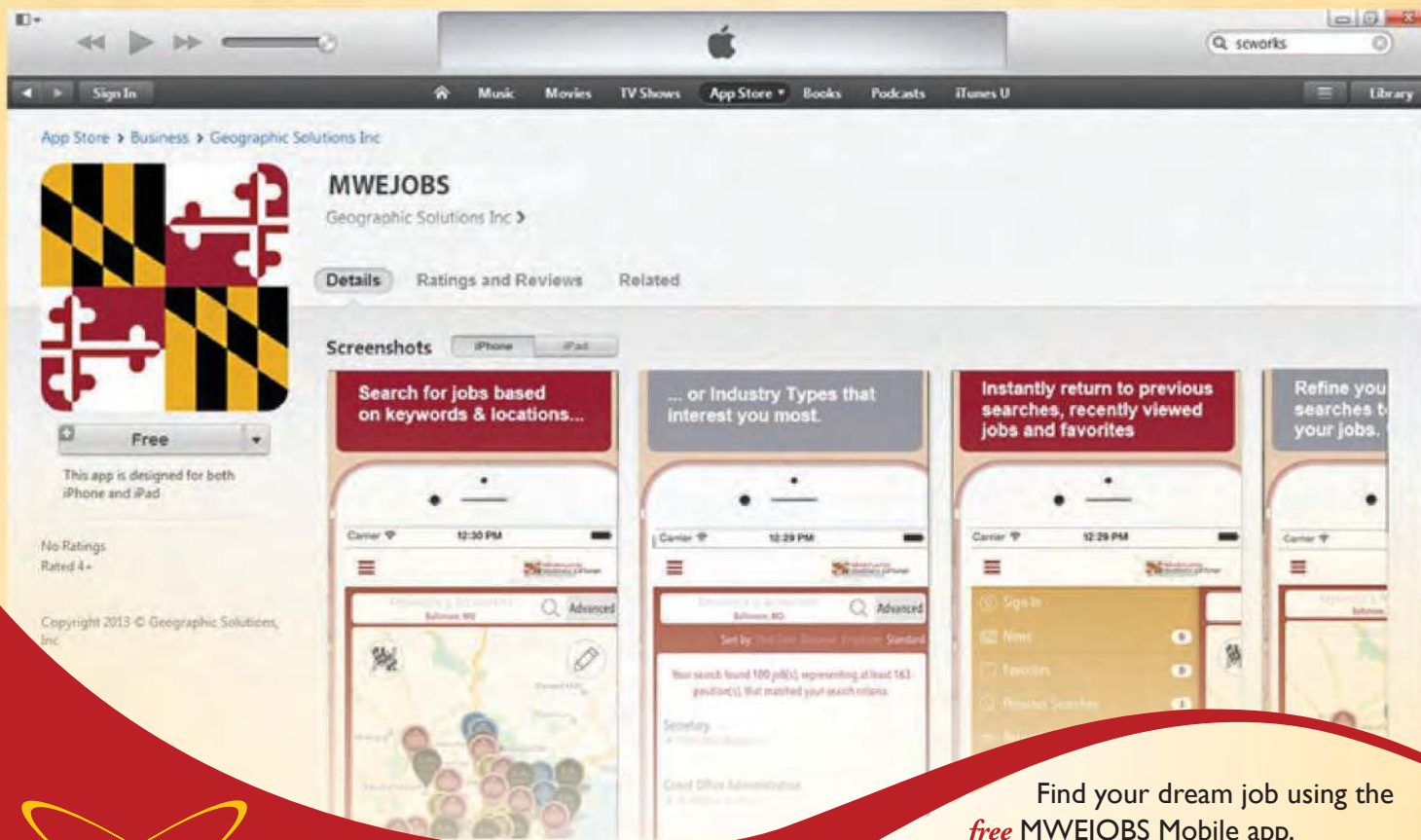
You should also reach out to friends, family, and your network and ask them which words they would use to describe you.

**Know where to look.** The job hunt landscape has changed drastically from what your parents might remember, so consider passing them by for advice. The article by *The Balance* has some excellent targeted advice for conducting an effective job search: “Millennials are the social media generation, and your network of friends and acquaintances on major social media platforms can do more than like statuses. Connections are valuable—from sharing a job description that hasn’t been posted to making an introduction, your connections can help with your job search greatly.”

They suggest the following targeted tips for kickstarting things:

- Sign up for LinkedIn: Make the most of this targeted site, designed specifically for making career connections and job hunting. A basic account is free, so there’s really no reason not to take advantage of it.
- Clean up your existing social media: Make sure there’s nothing embarrassing or offensive that might pop up on the social media sites you use, should potential employers check them out.
- Use your college career office: Another great free resource, take advantage of the services your college career office provides to get a step up on the competition.
- Attend industry events: Events designed for folks in your target industry to connect are excellent opportunities for you to meet key people and possibly network your way into your next great career opportunity.

# NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! **MWEJOBS Mobile App**



**MARYLAND**  
**Workforce Exchange**  
Where Business and People Connect

Find your dream job using the *free* MWEJOBS Mobile app.

Instantly view any job posted to the web directly on your mobile phone or tablet.

Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



# mwejobs.maryland.gov





# SNL CLEANING SERVICES Job Fair

Available Positions at SNL Cleaning Services  
**Cleaners & Crew Leaders**

**Wednesday**  
**April 24, 2019**  
**10AM – 2PM**

*Lower Shore*  
**AmericanJobCenter**  
*Serving Somerset, Wicomico and Worcester Counties*

**31901 Tri-County Way**  
**Room 115-A**  
**Salisbury, MD 21804**

**974913 – Cleaners**  
**974917 - Crew Leaders**

For Additional Information &  
to Apply in Advance  
Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov)



**Positions available**  
**throughout**  
**the Lower Shore**

**Paper Applications Available**  
**During Interview Process**



"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



**MARYLAND JOBS NOW**  
A proud partner of the americanjobcenter network

Rev: 4/2017

PRESENTED BY THE JOB SEARCH CENTER

# JOB FAIR

**ENTREPRENEUR CENTER**  
**DOWNTOWN LIBRARY**

**WEDNESDAY**  
**MAY 8**  
**10 AM - 1 PM**

**Get a job or get a better job.**

There will be several companies in attendance with open positions!

Employers will be interviewing and hiring qualified employees. Attendees will have the opportunity to ask questions, meet with the employer(s) and submit a resume or application for a posted position. An interview room will be available for employers wishing to interview on the spot.



- ▶ The Job Fair is FREE and open to the community
- ▶ Please come prepared to fill out a job application
- ▶ Dress professionally



**FOR MORE INFORMATION PLEASE CALL**  
**410-749-3612 EXT. 161**

**WWW.WICOMICOLIBRARIES.ORG**

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk	Apply online at <a href="https://www.albertsoncompanies.com/careers/acme-careers.html">https://www.albertsoncompanies.com/careers/acme-careers.html</a>
ALDI	Store Associate	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	<i>Ongoing recruitment</i> Sales Associate Stock Lead	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Atlantic General Hospital	Diet Aide Floor Care Tech Housekeeping Aide Laboratory Support Tech Medical Receptionist Nurse Tech Patient Safety Aide Public Safety Officer Radiologic Technologist Registration Specialist RN Secretary/Nurse Technician Unit Secretary	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Engage Life Program Instructor Receptionist Caregiver Memory Caregiver Cook Dishwasher Server/Waitstaff Housekeeper Memory Care Caregiver Registered Medication Aide/Med Tech Driver	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
Bath & Body Works - Centre at Salisbury	Sales Associate	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
Bay Shore Services	Administrative Assistant CNA Direct Support Professional Residential Supervisor	Download and print application at <a href="http://www.bayshoreservices.org/our-mission/job-opportunities/">http://www.bayshoreservices.org/our-mission/job-opportunities/</a> . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801  or email to: <a href="mailto:info@bayshoreservices.org">info@bayshoreservices.org</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at <a href="https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs">https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs</a>
BesTemps	Administrative Assistant Assembler-Microelectronic & Filter (Fruitland) Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Housekeeping (Ocean City) Machine Operator Maintenance Technician Porter Part-time Skilled Construction Labor Warehouse/Truck Unload	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Boscov's - Centre at Salisbury	Cosmetic Sales Consultant Department Manager Loss Prevention Detective Sales Associate	Apply online at <a href="https://www.boscovs.com/static/about_boscov/about_boscov.html">https://www.boscovs.com/static/about_boscov/about_boscov.html</a>
Brew River	<i>Ongoing recruitment</i> Server Cocktail waitress Bartender Kitchen staff Hostess	Email resume to <a href="mailto:info@brewriver.com">info@brewriver.com</a> or visit in person to fill out an application 502 W Main St Salisbury, MD 21801
Burlington - Centre at Salisbury	Retail Store Manager/Assistant Manager Cashier Associate Retail Sales Associate Retail Receiving Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at <a href="mailto:kcarmean@chesapeakehc.org">kcarmean@chesapeakehc.org</a> or fax to HR at 443-210-2324. Link for job application at <a href="https://chesapeakehc.org/md-eastern-shore-healthcare-careers/">https://chesapeakehc.org/md-eastern-shore-healthcare-careers/</a>
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at <a href="http://www.chesapeakeshipbuilding.com/take-action/">http://www.chesapeakeshipbuilding.com/take-action/</a>
Chick-Fil-A	<i>Ongoing recruitment</i> Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at <a href="https://www.childrensplace.com/us/content/careers-us">https://www.childrensplace.com/us/content/careers-us</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>  Apply via email to <a href="mailto:chilis523@chilis.net">chilis523@chilis.net</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
Chuck E. Cheese's - Centre at Salisbury	<i>Ongoing recruitment</i> Cast Member	Apply online at <a href="https://chuckejobs.com/">https://chuckejobs.com/</a>
City of Pocomoke	Automotive/Equipment Mechanic Public Works CDL Truck Driver/Laborer	Apply online at <a href="https://www.cityofpocomoke.com/info/jobs">https://www.cityofpocomoke.com/info/jobs</a>
City of Salisbury	Part Time Zoo Educator Wastewater Treatment Operator I Laboratory Technician Parks Maintenance Worker Plant Mechanic Assistant Plant Mechanic Computerized Maintenance Management Service Technician Sign & Pavement Marking Technician I Part-time Parking Attendant Water Plant Operator I or II Zoo Concession Associate Part Time Administrative Assistant Water Plant Assistant Superintendent Cashier I or II Zoo Ranger - Adventure Camp Utility Tech I Program Specialist-Water Works Groundskeeper Zoo POLICE CAREERS: Police Communications Supervisor Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer Cadet Program	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
Comfort Keepers	CNA Caregivers (Wicomico, Worcester & Somerset County) PRN Nurse (Salisbury, Ocean Pines, Berlin) Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	Apply online at <a href="https://salisburymd.com/comfortkeepers.com/home/careers">https://salisburymd.com/comfortkeepers.com/home/careers</a>
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Apparel Sales Associate - Golf Cashier	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate - positions in Salisbury, Berlin & Pocomoke Operations Assistant Manager (Salisbury)	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dove Pointe	Day Program Nurse Maintenance Technician Accounting Clerk Behavior Health Supervisor Children's' Program Aide Children's Program Mentor House Counselor Instructor Aide Banquet Host or Hostess Banquet Coordinator Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Dressbarn	Stylist	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
DTLR - Centre at Salisbury	Sales Associate Assistant Manager Store Manager	Apply online at <a href="https://www.dtlr.com/careers/">https://www.dtlr.com/careers/</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at <a href="https://www.earthboundtrading.com/">https://www.earthboundtrading.com/</a>
Exelon (Delmarva Power)	Supervisor Substations	Apply online at <a href="http://www.exeloncorp.com/careers">http://www.exeloncorp.com/careers</a>
Express - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>
Express Employment Professionals	Customer Service Representative	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
	Administrative Support Professional	
	Salesperson	
	Clerk/Scanner	
FedEx	Handler/Warehouse Courier/Delivery Driver	Apply online at <a href="https://careers.fedex.com/fedex/?">https://careers.fedex.com/fedex/?</a>
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Store Manager Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>
Food Lion	Assistant Customer Service Manager (Tilghman Rd)	Apply online at <a href="https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx">https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx</a>
	Deli Bakery Manager (Nanticoke Rd)	
	Customer Service Leader-Office Assistant (Tilghman Rd)	
	Deli Bakery Associate (Tilghman Rd, Nanticoke Rd, Snow Hill Rd)	
	Center Store (Grocery) Associate (Nanticoke Rd, Tilghman Rd)	
	Perishable Associate (Tilghman Rd)	
	Produce Associate (Tilghman Rd)	
	Sales Associate-Cashier (Tilghman Rd, Nanticoke Rd, Snow Hill Rd)	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Foot Locker - Centre at Salisbury	Sales Lead Assistant Manager Sales Associate	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
GameStop - All locations (Salisbury, Fruitland, Pocomoke, Ocean City)	<i>Ongoing recruitment</i> Assistant Store Manager Senior Game Advisor (Shift Leader) Game Advisor (Sales Associate) Store Manager District Manager	Apply online at <a href="https://careers.gamestop.com/">https://careers.gamestop.com/</a>
GNC - Centre at Salisbury	<i>Ongoing recruitment</i> Sales Associate Retail Store Manager	Apply online at <a href="https://jobs.gnc.com/locations/locations">https://jobs.gnc.com/locations/locations</a>
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
Holt	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>
Home Depot (Salisbury, Berlin)	Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Justice - Centre at Salisbury	Style Advisor	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at <a href="https://www.sneakerjobs.com/us/en">https://www.sneakerjobs.com/us/en</a>
Kohl's	Assistant Store Manager	Apply online at <a href="https://careers.kohls.com/">https://careers.kohls.com/</a>
Lane Bryant	Sales Associate Part-time	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
LensCrafters	Sales Associate	Apply online at <a href="https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/">https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at <a href="https://blog.lids.com/jobs/">https://blog.lids.com/jobs/</a>
Lincare	Customer Service Rep Service Rep	Apply online at <a href="https://www.jobs.net/jobs/Lincare/en-us/">https://www.jobs.net/jobs/Lincare/en-us/</a>
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury, Pocomoke	Facility Service Associate (Salisbury)	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
	Store Seasonal Employee-Cashier (Pocomoke)	
Market Street Inn	Full-time, experienced Manager	Print out application from <a href="http://www.marketstreetinnsalisbury.com/employment/">http://www.marketstreetinnsalisbury.com/employment/</a> . Fill out application and take to Market Street Inn, 130 W Market St, Salisbury, MD 21801
	<i>Ongoing recruitment</i>	
	Line Cook/Sous Chef	
	Servers Bartenders	
Marshalls - Ocean City	Merchandise Associate	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.com/search.asp</a>
Men's Wearhouse - Centre at Salisbury	Retail Store Manager In Training	Apply online at <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>
	Retail Sales Consultant	
	Retail Store Tailor-Alterations	
New York & Company	Sales Lead	Apply online at <a href="http://newyorkcompany.apploi.com/">http://newyorkcompany.apploi.com/</a>
	Sales Associate	
	Assistant Manager	
	Seasonal Sales Associate	
Ocean Pines Association	Seasonal Front Desk Customer Service Representative	Fill out application at <a href="http://oceanpines.org/administration/work-here/">http://oceanpines.org/administration/work-here/</a> and email to <a href="mailto:HR@oceanpines.org">HR@oceanpines.org</a> or mail to: Ocean Pines Association Attention: HR 239 Ocean Parkway Ocean Pines, MD 21811
	IT Support Associate	
	Part-time Swim Instructor	
	Summer Membership Clerk	
Olive Garden	Dishwasher	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
	Line Cook	
	Prep Cook	
	To Go Specialist	
	Host	
	Busser	
	Server	
	Bartender	
Peninsula Regional Health System	CAT Scan Technologist	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	Clinical Dietician	
	Coder Abstractor I	
	Environmental Services Aide	
	Food Service-Cafeteria Aide	
	Food Service-Catering Associate	
	Food Service-Utility Aide	
	Medical Assistant	
	Monitor Technician	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	MRI Technologist Nursing Office Coordinator Operator-Equipment Parking Attendant Patient Care Assistant Patient Portal Liaison Patient Service Representative Radiologic Technologist Registrar-Emergency Admittance Representative-Billing/Collection Representative-Patient Account Security Police Staffing Coordinator Supply Chain Ops Assistant Technician-Service Desk I Transporter Unit Secretary	
Pep Boys	General Service Technician Store Manager of Service Commercial Driver	Apply online at <a href="http://careers.pepboys.com/">http://careers.pepboys.com/</a>
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer	Apply online at <a href="https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do">https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do</a>
Perdue Farms - Salisbury	Grain Operator Grain Operator Temp Senior Grain Operator General Labor-Live Hang Live Haul Driver Edible Oil Refinery Operator Growout Manager Fleet Tech	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>
Pier 1	Sales Associate Sales Leader	Apply online at <a href="https://www.pier1.com/careers-stores">https://www.pier1.com/careers-stores</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Assistant Store Manager	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> CNA CMT	Apply in person at Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5705
Quality Staffing	Alarm Technician Assembler Boiler Operator Certified Forklift Driver Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor Injection Molding Technician Inventory Processing Clerk Lead Carpenter/Manager	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Machinist Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Material Handler/Forklift Material Handler/Forklift/Production Line Tech Manufacturing Packer Plumbing Service Technician Production Associate Production Supervisor Production/Manufacturing Worker Quality Inspector Security Officer Stock Room Clerk/Manufacturing Utility Maintenance Mechanic Warehouse Associate Warehouse Supervisor Wastewater Operator	
Racetrack Auto & Marine - Berlin	Automotive Service Manager Experienced Boat Salesman	Apply in person at Racetrack Automotive 10834 Ocean Gateway Berlin, MD 21811 from 8am-8pm
Red Lobster	<i>Ongoing recruitment</i> Line Cook Bartender Server Assistant/Busser Prep Cook Dishwasher/Utility Server Host/Hostess	Apply online at <a href="https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352">https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352</a>
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at <a href="https://my.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Bartender Cook Dish Machine Operator Expo Garden Bar Prep/Utility Garden Bar Specialist Server Server Assistant	Apply online at <a href="https://careers.rubytuesday.com/">https://careers.rubytuesday.com/</a>
Salisbury University	Food Service Assistant (Part-time, Contingent I) <i>Applications accepted through June 30, 2019</i> Housekeeper (Part-time Contingent I) <i>Applications accepted through June 30, 2019</i> Fundraising/Development Videographer <i>Open until filled</i> Administrative Assistant II <b>Filing deadline: April 16, 2019</b>	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Shore Up!	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply at Shore Up! Inc. 520 Snow Hill Rd. Salisbury, MD 21804. Call Main Office at 410-749-1142 for qualifications.  Online employment application at <a href="http://www.shoreup.org/eastern-shore-md-services-careers">http://www.shoreup.org/eastern-shore-md-services-careers</a>
Somerset County	Motor Equipment Operator 1 Dog Control Officer 1 Correctional Officer 1	Apply online at <a href="http://www.somersetmd.us/employment.html">http://www.somersetmd.us/employment.html</a>
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>
State Of Maryland	Office Services Clerk (Worcester Co. Health Dept.) <b>Filing deadline: April 15, 2019</b> Mosquito Control Field Technicians/ Field Supervisors/ Field Aides (Wicomico, Worcester & Somerset Counties) <b>Filing deadline: April 15, 2019</b> Child Care Provider I (Worcester Co. Health Dept.) <b>Filing deadline: April 19, 2019</b> Election Data Application Specialist II (Wicomico Co. General Administration) <b>Filing deadline: April 22, 2019</b> Fiscal Accounts Clerk I (Worcester Co. Health Dept.) <b>Filing deadline: April 25, 2019</b> Office Services Clerk (Somerset Co.) <b>Filing deadline: April 26, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
Subway - All	Ongoing recruitment Sandwich Artist	Apply online at <a href="https://www.mysubwaycareer.com/">https://www.mysubwaycareer.com/</a>



### NOW HIRING

Part-time cleaners for residential, condos, vacation rentals and time shares. Mainly Fridays and Saturdays and Sundays. Must have own transportation.

Email Shannon Teats at [froggy43@hotmail.com](mailto:froggy43@hotmail.com) or call 443-435-3011. Visit us on Facebook @SNLcleaningservices.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Cafe Barista Guest Services Coordinator Resort Maintenance Technician Restaurant Cook Restaurant Server Entertainment Performer Dishwasher RV Ranger Resort Pool Attendant Zip Line Operator Stagecoach Driver Bartender Resort Housekeeper Train Operator Gate Attendant Busser Animal Care Attendant Restaurant Host Snack Bar Attendant Store Clerk Resort Groundskeeper Shuttle Driver	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
	<i>Fort Whaley Campground:</i> RV Ranger Resort Groundskeeper Snack Bar Attendant Resort Housekeeper Resort Maintenance Technician Activities Assistant Guest Services Coordinator	
	<i>Castaways RV Resort:</i> Guest Services Coordinator Bartender Snack Bar Attendant Resort Housekeeper Resort Groundskeeper Busser Gate Attendant Cafe Barista Activities Assistant Store Clerk	
Sunglass Hut - Centre at Salisbury	Sales Associate	Apply online at <a href="https://careers.sunglasshut.com/na">https://careers.sunglasshut.com/na</a>
Sysco-Pocomoke	Inbound Warehouse Selector Inbound Receiver CDL A Delivery Truck Driver Meat Specialist Diesel Fleet Mechanic Technician III-Master Warehouse Order Selector	Apply online at <a href="https://careers.sysco.com/?">https://careers.sysco.com/?</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
Target	Logistics Team Member-Flow	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
	Beauty Team Member	
	Logistics Team Member-Fulfillment	
	Apparel & Accessories Team Member	
	Electronics Team Member	
	Sales Floor Team member	
Texas Roadhouse	Host Server	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.com/search.asp</a>
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Berlin	Seasonal Laborer	Apply online at <a href="https://berlinmd.gov/employment-opportunities/">https://berlinmd.gov/employment-opportunities/</a>
Town of Ocean City	Solid Waste Worker <i>Open until filled</i>	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
	Temporary Casual Labor <b>Filing deadline: April 18, 2019</b>	
	Seasonal Vehicle Equipment Technician <i>Open until filled</i>	
	Seasonal Skate Park Worker <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Maintenance Worker <i>Open until filled</i>	
	Boardwalk Comfort Station Attendant <i>Open until filled</i>	
	Golf Course Maintenance (Eagle's Landing) <i>Open until filled</i>	
	Lifeguards for Summer 2019 <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	Temporary Parks Worker <i>Open until filled</i>	
	Camp Horizon Day Camp Counselor <i>Open until filled</i>	
	Camp Horizon & Scamper Day Camp Assistant Director <i>Open until filled</i>	
	Camp Horizon & Scamper Day Camp Director <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
Tuesday Morning - Centre at Salisbury	Store Associate Assistant Manager	Apply online at <a href="https://careers.tuesdaymorning.com/">https://careers.tuesdaymorning.com/</a>
University of Maryland Eastern Shore (UMES)	Administrative Assistant I <b>Filing deadline: April 22, 2019</b>	Apply online at <a href="https://umes.peopleadmin.com/postings/1949">https://umes.peopleadmin.com/postings/1949</a>
UPS	Package Handler	Apply online at <a href="https://www.jobs-ups.com/">https://www.jobs-ups.com/</a>
Victoria's Secret - Centre at Salisbury	Sales & Support Generalist	Apply online at <a href="https://www.victoriasecret.com/careers">https://www.victoriasecret.com/careers</a>
Villa Fresh Italian Kitchen - Centre at Salisbury	<i>Ongoing recruitment</i>	Print application at <a href="http://www.villarestaurantgroup.com/careers">http://www.villarestaurantgroup.com/careers</a> and apply in person
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions and to apply, download and print application go to <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a> Mail completed applications to: WCDC Attn: Human Resources P.O. Box 70 Newark, MD 21841
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
	Custodian <i>Open until filled</i>	
	Mason/Bricklayer <i>Open until filled</i>	
	Mechanic I <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Quartermaster-Sheriff's Department <b>Filing deadline: May 3, 2019</b>	
	Assistant Concessions Manager (Parker Athletic Complex) <i>Open until filled</i>	
	Athletic Complex Seasonal Worker <i>Open until filled</i>	
	Court Security-Civilian <i>Open until filled</i>	
	Ferry Operator (Part-time) <i>Open until filled</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Park Ranger <i>Open until filled</i> Pemberton Nature Camp Director <i>Open until filled</i> Pemberton Nature Camp Counselor <b>Filing deadline: May 3, 2019</b>	
Wicomico Public Libraries	Branch Manager II (Full-time) Circulation Assistant II (Full-time) Reader Van Coordinator (Full-time)	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
Worcester County	Communications Clerk Trainee Correctional Officer Trainee Communications Clerk I Building Maintenance Mechanic III Mosquito Control Foreman Trainee Maintenance Worker I Plant Operator Plant Operator III Roads Worker I and II Swim Instructor Landfill Operator II	Download and print application from <a href="http://www.co.worcester.md.us/departments/hr/jobs">http://www.co.worcester.md.us/departments/hr/jobs</a> Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863 Or fax application to:
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>



# Maryland Workforce Exchange

April 14, 2019 - April 20, 2019

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Job Order Number	Company	Position	Positions open
976231	Hampton Inn & Suites West OC	Front Desk Agent	2
976242	Hampton Inn & Suites West OC	Breakfast Attendant 	1
976266	Hampton Inn & Suites West OC	Housekeeping	2
976271	Hampton Inn & Suites West OC	Evening Houseperson	1
976920	Walmart of Berlin	Cashier & Front End	4
976923	Walmart of Berlin	Remodel Associate	5
976924	Walmart of Berlin	Specialized Roles	5
976929	Walmart of Berlin	Sales Associate	5
976933	Walmart of Berlin	Fresh Food Associate	5
976935	Walmart of Berlin	Stocker, Backroom & Receiving Associates	5
976949	Town of Ocean City	Deputy Communication Mgr.	1
977353	Lower Shore Enterprises	Custodial Supervisor 	1
977354	Lower Shore Enterprises	Utility Staff Person	2
977872	Town of Ocean City	Skate Park Worker 	1
977876	Town of Ocean City 	Vehicle Equipment Technician	1

Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov) for Additional Information & Instructions to Apply

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



**MARYLAND JOBS NOW**  
A proud partner of the americanjobcenter networks



# WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

## WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

## WHAT ARE THE STEPS TO APPLY?

- ✓ Register in MWE ([mwejobs.maryland.gov/](http://mwejobs.maryland.gov/)) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

## WHAT COURSES ARE ELIGIBLE?

**Wor-Wic Community College  
Non-Credit Courses (6-14 weeks)**  
[www.worwic.edu](http://www.worwic.edu)

### Healthcare

⇒ Certified Nursing Assistant

### Trades

⇒ Intro to A/C & Refrigeration

⇒ Intro to ARC Welding

### Logistics

⇒ Class A Commercial Driver's License

⇒ Class B Commercial Driver's License

### Other

⇒ Child Care Training



**Wor-Wic Community College  
Credit Courses (1- and 2-year programs)**  
[www.worwic.edu](http://www.worwic.edu)

### Healthcare

⇒ Chemical Dependency Counseling

⇒ Nursing

⇒ Radiologic Tech

### Other

⇒ Business Management

⇒ Criminal Justice

⇒ Early Childhood Education

⇒ Hotel - Motel - Restaurant Management



### Interested in other trainings?

Please visit the Maryland Eligible Training Provider list located at [www.dllr.state.md.us/employment/train/](http://www.dllr.state.md.us/employment/train/)



Who do YOU want to be?



Information about the courses above can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.



Lower Shore Workforce Alliance  
Located at the American Job Center  
31901 Tri-County Way, Salisbury, MD  
(410) 341-6010 — [train4jobs.org](http://train4jobs.org)







## 2019 Dates for the Lower Shore Career Development Center JOB SKILLS TRAINING PROGRAMS

	Computer and Clerical	Medical Billing and Coding	Microsoft Office Bundle	Microsoft Technology Associate Training	NRF Customer Service Training	Quick Books
*Orientation for all programs starts at 9 am on the dates below	Mon-Thurs. 9 am-12:30pm or 1pm -4pm	Mon-Thursday 9 am-12:30 am or 1 pm- 4 pm	Mon-Thur. 9 am -12:30 pm or 1 pm -4pm	Monday – Friday self-paced	Mon., Tues., Wed. 9 AM-12 PM or 1PM-4 PM	Fridays 9am-12pm
January 7	1/07/2019		01/07/2019	01/11/2019		01/11/2019
February 11	02/11/2018 AM		02/11/2018 PM	02/15/2019	02/11/2019 PM	02/15/2019
March 11	03/11/2019 PM	03/11/2019AM	03/11/2019 PM	03/15/2019		03/15/2019
April 15	04/15/2019PM		04/15/2019 PM	04/19/2019	04/15/2019 AM	04/19/2019
May 13	05/13/201 AM	05/13/2019PM	05/13/2019 AM	05/13/2019		05/13/2019
June 17	06/17/2019		06/17/2019	06/17/2019	06/17/2019 PM	06/21/2019

To sign up: CALL 410-219-9118 for more info / 700 S. Salisbury Blvd (next to the Goodwill store)

Computer and Clerical Program	Medical Billing and Coding	Microsoft Office Bundle (online)	Microsoft Technology Associate Training	NRF Customer Service Training	QUICKBOOKS
<b>Coursework includes:</b> MS Word, Excel, PowerPoint, resumes, job readiness, <b>Length: 6 weeks, self-paced</b> <b>Requirements:</b> Reading and Math Assessment completed BEFORE ORIENTATION	<b>Course Work includes:</b> Medical Terminology, Introduction to Medical Billing, CPT Coding for Beginners, ICD-10 Medical Coding, HIPPA <b>Length 8wks, 7.8 C.E.U.s</b> that fit today's workforce <b>Requirements:</b> HS Diploma, Reading and Math Assessments	<b>Coursework includes:</b> Office Bundle 2016, Word, Excel, PowerPoint and Outlook (self-paced) <b>Length: 8 wks, 3.2 C.E.U. s</b> (Continuing Education Units) that fit today's workforce <b>Requirements:</b> H.S. Diploma, Reading and Math Assessment	<b>Coursework includes:</b> Windows Fundamentals, Database Administration, Networking Fundamentals, Security Fundamental, and more <b>Requirements H.S. or GED, Reading and Math Assessment</b> <b>Length: 6-8 weeks, self-paced</b>	<b>Coursework includes:</b> Learn and practice the principles of providing quality customer service, understands what adds value to customer <b>Requirements</b> Reading assessment completed <b>Length 3 weeks</b>	<b>Coursework includes:</b> Basic Accounting principles, starting a new company, invoicing, purchase orders, payroll, billing statements <b>Requirements</b> Quick Books assessment, accounting vocab and basic computer knowledge)



# Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a construction training program funded by a Department of Labor, Licensing and Regulation EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

For more information about course content & schedule, contact Wor-Wic at 410-334-2815 or visit their website at <http://www.worwic.edu/Academics/ContinuingEducation/CarpentryTraining.aspx>.

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website at [EasternShoreJobs.com](http://EasternShoreJobs.com) and apply for "Carpentry Training."

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to recognize and solve problems
- Be able to adjust controls with precision
- Be able to lift 50 lbs. unassisted
- Possess good depth perception and manual dexterity
- Be able to purchase and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Have reliable transportation

Basic Construction Techniques is designed to prepare students with the basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (mathematical functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

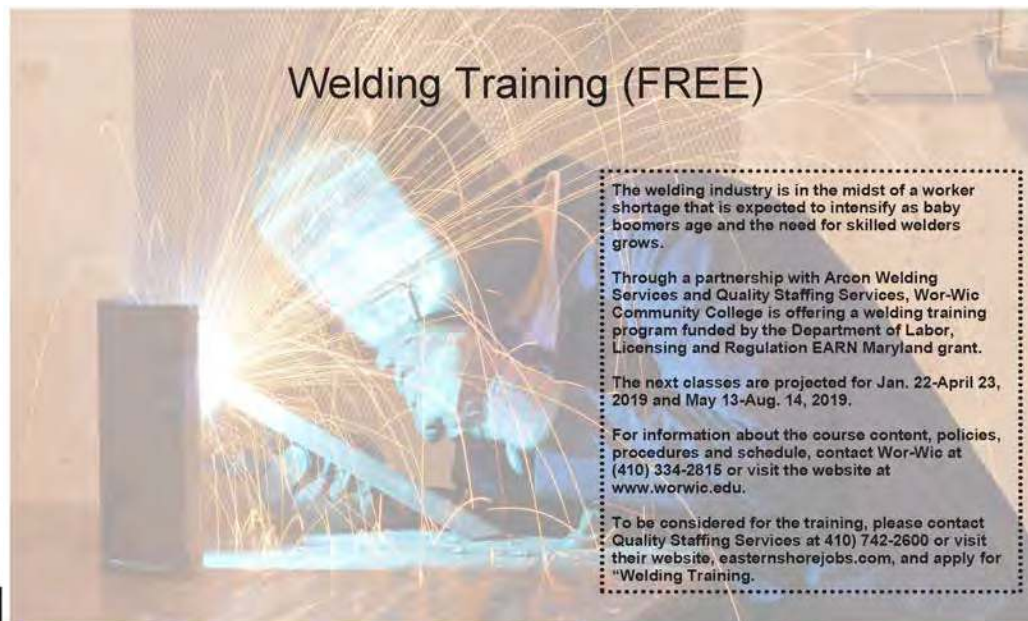
WOR-WIC  
COMMUNITY COLLEGE

EARN  
MARYLAND

LOWER SHORE  
WORKFORCE ALLIANCE

QSS  
Quality Staffing Services

# Welding Training (FREE)



The welding industry is in the midst of a worker shortage that is expected to intensify as baby boomers age and the need for skilled welders grows.

Through a partnership with Arcon Welding Services and Quality Staffing Services, Wor-Wic Community College is offering a welding training program funded by the Department of Labor, Licensing and Regulation EARN Maryland grant.

The next classes are projected for Jan. 22-April 23, 2019 and May 13-Aug. 14, 2019.

For information about the course content, policies, procedures and schedule, contact Wor-Wic at (410) 334-2815 or visit the website at [www.worwic.edu](http://www.worwic.edu).

To be considered for the training, please contact Quality Staffing Services at (410) 742-2600 or visit their website, [EasternShoreJobs.com](http://EasternShoreJobs.com), and apply for "Welding Training."

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to stand, stoop, bend, reach, push, pull, sit, kneel, work on the ground and work overhead
- Work in confined spaces
- Be able to work in extremely hot, dusty and noisy environments
- Be able to work inside with fumes or outside in direct sunlight
- Be able to lift at least 50 lbs. unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt - est. cost \$250) for up to 7 hours per day.
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Basic Arc/Fluxed Core Welding is a 455 hour course (full time for 13 weeks), designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc / flux cored welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand and power tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification." Students will be required to pass a written evaluation as well as a destructive bend test prior to seeking employment.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom and shop instruction with the division of time being 20% class instruction and 80% shop instruction.

WOR-WIC  
COMMUNITY COLLEGE

ARCON  
WELDING SERVICES

EARN  
MARYLAND



# Free Self-Paced Computer Classes

**At the  
American  
Job Center**

**31901 Tri-County Way  
Salisbury, MD 21804  
Phone: (410) 341-6515**

## Lab Training Hours:

**Mon., Tues., & Thurs.**

**8:30 a.m.-12:30 p.m.**

**and**

**1:30 p.m.-4:30 p.m.**

**Wed. 8:30 a.m.-12 Noon**

**Fri. Closed**

**Funding provided by:**



# WOR-WIC COMMUNITY COLLEGE



**OBTAIN  
A  
REFERRAL  
and  
REGISTER  
TODAY!**

## Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

## Introduction to Computers and Technology I

Obtain the workplace skills you need in using Microsoft Office 2013 (Word, Excel and PowerPoint) and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

## Introduction to Computers and Technology II

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

## Applied Computers & Technology

Combine all skills learned in "Introduction to Computers and Technology Levels I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. *Prerequisite: "Introduction to Computers and Technology Levels I and II."*

## Keyboard Skills: Document Formatting

Apply your keyboarding skills to create basic business documents using Microsoft Word to format business reports, letters, emails, memos, tables, resumes and other communications. *Prerequisite: "Keyboard Skills" or basic knowledge of Microsoft Word.*

***In order to participate, stop by the front desk at the American Job Center to be referred by an agency.***

- ◆ Set your own schedule and start building your resume today by updating your computer skills.
- ◆ Receive a Wor-Wic Document of Participation and Recognition upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing Education Certificate in Computer and Office Technology Essentials.

***For additional information about the courses, call Wor-Wic at 410-334-2815.***

## AREA ADULT EDUCATION PROVIDERS

**\*\*You may enroll with any program that is convenient for you no matter which Maryland county that you live in.\*\***

### DORCHESTER COUNTY

Chesapeake College/Cambridge Center  
416-418 Race Street  
Cambridge, MD 21613  
Phone: 410-443-3002

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages, GED® Test Preparation and National External Diploma Program

### SOMERSET COUNTY

Somerset County Public Schools  
Somerset County Adult Education Program  
Marion Sarah Peyton School  
28573 Hudson Corner Road  
Marion, MD 21838  
Phone: 410-623-3328

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

### WICOMICO COUNTY

Wicomico County Library Main Branch  
122 S. Division Street  
Salisbury, MD 21801  
Phone: 443-260-1703  
NEDP: 443-260-1702

**Services Offered:** Adult Basic Education Classes/GED® Preparation/English as a Second Language (ESL) Classes and the National External Diploma Program

### WORCESTER COUNTY

Worcester County Board of Education  
6270 Worcester Highway  
Newark, MD 21841  
Phone: 410-632-5071

**Services Offered:** Classes in reading, writing, math, English for Speakers of Other Languages (ESOL), and GED® Preparation

Need information for another county?

Maryland's providers are listed at [www.dllr.state.md.us/gedmd/programs](http://www.dllr.state.md.us/gedmd/programs)



*Earn Your Maryland High School Diploma*

**The National External Diploma Program®**

You will work through online activities and with an advisor to complete your program.



*Looking for a different way to earn your high school diploma? The National External Diploma Program could be right for you!*

- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

### **Consider NEDP's Innovative Approach**

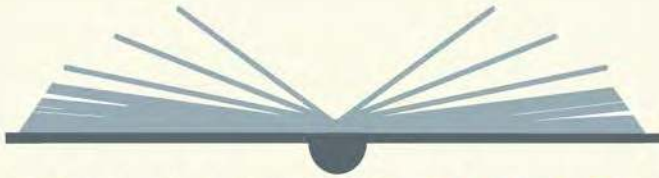
Use the skills you've gained from life and work experience to demonstrate your reading, writing and math high school level skills.

This web-based program for adults and out-of-school youth offers flexibility to earn your diploma even if you are employed full time, enrolled in job training, or have other commitments.

You will work through online activities and with an advisor to complete your program. You have multiple opportunities to demonstrate your mastery of academic skills in core subject areas.

Leonique Miles Advisor/Assessor \* (443) 260-1702 \* Denise Burton Advisor/Assessor





# PROJECT READ

**Need Help Reading?**

**Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



**Want to become an Adult Literacy Coach?**

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159

[www.wicomicolibraries.org](http://www.wicomicolibraries.org)



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

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PLEASE CALL @ (443) 397 - 9239 TO RESERVE YOUR SEAT

**TELAMON CORPORATION**  
**31901 TRI-COUNTY WAY, SUITE 112**  
**SALISBURY, MD 21804**





# Legal Clinic

## DOWNTOWN LIBRARY

JUNE 12, 2019

2:00 PM - 4:00 PM

Join us at the Wicomico Public Library to get free legal advice from lawyers in the field. Some of the issues the legal experts can address:

- Bankruptcy-Chapter 7
- Expungements & Shielding
- Birth Certificates
- Debt and Consumer Disputes
- Foreclosures
- Deed Changes
- Name Changes
- Income Tax Disputes
- Divorce & Custody

Please come in to the Downtown Branch or call (410) 749-3612 ext. 127 to sign up.

### Family Law Assistance

Divorce • Domestic Violence  
Custody • Adoption  
Visitation • Child Support  
Guardianship • Name Change

Dorchester County  
Circuit Court  
206 High Street  
Cambridge, Maryland

Mondays, Noon to 3:30 PM  
410.228.1395

Somerset County  
Circuit Court  
11770 Somerset Avenue  
Princess Anne, Maryland

Fridays, 9 AM to Noon  
410.651.4618

Wicomico County  
Circuit Court  
101 North Division Street  
Salisbury, Maryland

Mondays, 9 AM to Noon  
410.334.3127

Worcester County  
Circuit Court  
1 West Market Street  
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM  
410.632.5638

## LEGAL RESOURCES

Maryland Courts Self-Help Centers  
410.260.1392  
mdcourts.gov/selfhelp

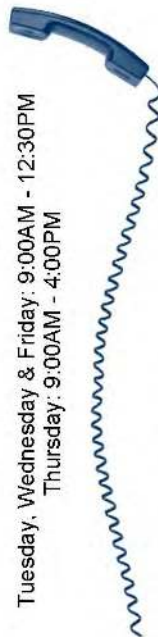
Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline  
800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline  
800.818.9988 (English)  
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM  
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

### Disability Rights Maryland

800.233.7201  
disabilityrightsmd.org

### Legal Aid Bureau Inc.

800.444.4099  
mdlab.org

### Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
mvlslaw.org

### Pro Bono Resource Center of Maryland, Inc.

800.396.1274  
probonomd.org