

the Job Journal

IN THIS ISSUE

2 MWE JOBS Mobile App

JOB FAIRS

3 WCDC Job Fair

4 Dollar Tree Hiring Event

4 EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

20 Workforce Innovation and Opportunity Act Training Services

21 Lower Shore Career Development Center Training Programs

22 Carpentry Training; Welding Training

24 Computer and Office Technology Classes

EDUCATION SERVICES & OPPORTUNITIES

25 Adult Education Providers; National External Diploma Program

26 Worcester Co. Adult Basic Education/ESL Classes

27 Project READ; Financial Literacy Classes

28 Legal Resources; Legal Clinic

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



The Job Journal is brought to you by the Tri-County Workforce Development Initiative, in partnership with the Department of Human Services.

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
Suite 110
Salisbury, Maryland 21804
410-546-6840

TIP OF THE WEEK

How to ask for a letter of recommendation

At every professional stage in life (job searching, job switching, promotion seeking), there will come a time when you need to ask someone to write you a letter of recommendation. Though not as common as they once were, many would-be employers still want to know that someone vouches for you.

If the thought of asking someone to say nice things about you makes you nervous, don't worry—it's awkward for everyone. Here are a few tips on how to make the asking as easy as possible for everyone involved.

Ask someone who really likes you.

This seems like a given, but it's worth stressing: only ask people you are certain will say wonderful, glowing things about you. Just because you worked for someone and did the bare minimum doesn't mean he or she thinks fondly of you. If you were forgettable, you're going to get a bland and generic letter.

Remember, this doesn't always have to be a former (or current) boss. A colleague at your level is fine; so is someone you've worked with on volunteer projects outside of work. The key is that he or she can vouch for the exact skills the person receiving the letter wants in an employee.

Offer to clarify.

The more information you give, the easier it is for someone to knock out a letter. After you receive a "yes," get specific. After saying thank you (*always* say thank you), describe in detail

the specific job you're applying for and what talking points would be most useful. You can give a list of skills the hiring manager wants in an applicant and remind the person you're asking about how you have exhibited those skills in the past. It can also be helpful to outline some of your recent and past achievements for them to reference without having to look them up or ask. *Be prepared to draft it yourself.*

A lot of times busier people will ask you to sketch out (or write entirely) the letter by yourself. Always say yes. Take the list of achievements this person knows you've accomplished, match them up with the list of requirements from the job posting, and go to town. In most cases, he or she will look it over, make a few cosmetic changes, and then sign it. You've made everyone's life easier!

Respect people's time.

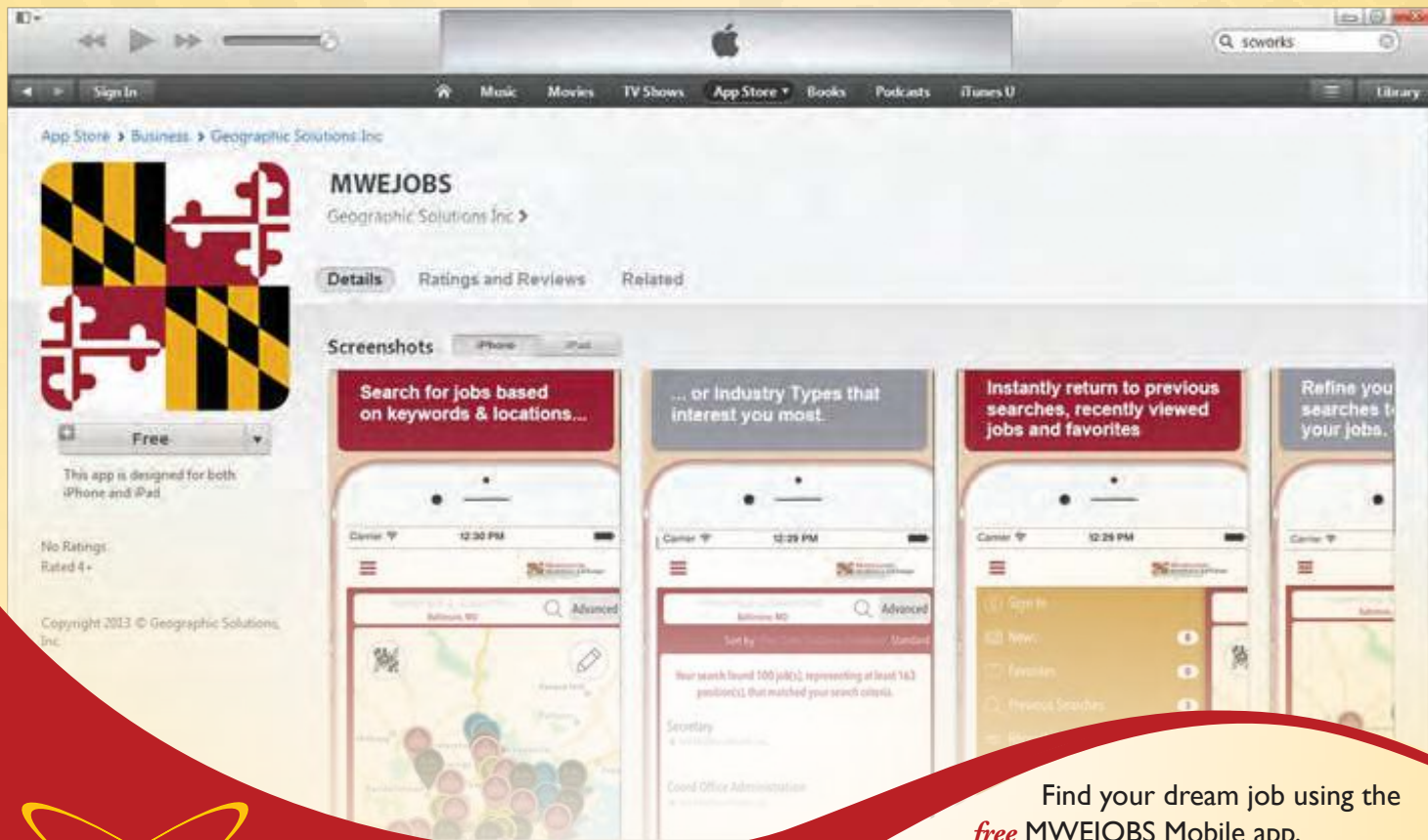
Waiting until the last minute and then saying, "Please get this to me tomorrow," is rude and inconsiderate. Your letter of recommendation is not among the most important things in someone's life, and no one should have to drop everything just because you were too lazy to ask in advance. Give someone at least a week (and ideally two or three) to get you a letter.

Just ask.

Popping the question can be hard, but you won't get a letter if you don't ask for it. Yes, you might feel uncomfortable asking someone to do a favor for you, but if you're smart about who you ask and pick someone who only has glowing things to say, chances are he or she will be more than happy to do it. Give the key details, throw in a little flattery, and ask away.

Hoon, Michael. "How to ask for a letter of recommendation." *The Job Network*, PandoLogic, <https://www.thejobnetwork.com/how-to-ask-for-a-letter-of-recommendation/>.

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



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



STATE OF MARYLAND
DLLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION



Working Toward a
Brighter Future

Job Fair

J
O
B
S
E
E
K
E
R
S

Available Positions at Worcester County Developmental Center

**Personal Supports Facilitators
Residential Counselors & Instructor/Driver**

Entry Level
Positions

**Wednesday
May 29, 2019
9AM – 1PM**



Serving Somerset, Wicomico and Worcester Counties

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

988069 - Residential Counselors

988067 - Personal Supports Facilitators

987997 - Instructor/Driver

For Additional Information &
to Apply in Advance
Visit mwejobs.maryland.gov



Positions available for

Newark, MD Location

**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."





NATIONWIDE HIRING EVENT-STORE MANAGEMENT

Salisbury, Maryland

Branch Out With a Career at Dollar Tree!

Nationwide Management Hiring Event

Wednesday MAY 15
10 AM - 7 PM

Please join us at our upcoming Nationwide Management event location at Dollar Tree for an interview and hiring opportunity.

Dollar Tree 766
2734 N. Salisbury Blvd. Suite 5A
Salisbury, MD 21801

Members of our leadership team will be onsite conducting interviews!
Positions include PT Assistant Manager, FT Assistant Manager and Store Manager.

For eligible Associates, Dollar Tree offers competitive pay and a full-time benefits package that includes Medical, Dental, Vision, Life Insurance, Short-Term Disability, Long-Term Disability, 401K match, Profit Sharing, and Discount Employee Stock Purchase program.

The logo for SNL Cleaning Services features a dark blue background with a white silhouette of a city skyline at the top. Below the skyline, the letters "SNL" are written in a large, bold, white font, followed by the words "CLEANING SERVICES" in a smaller, bold, white font. At the bottom, the text "Serving OCMD, Delaware & Surrounding Areas" is written in a smaller white font, followed by "SHANNON TEATS, Owner 443-435-3011" and "LICENSED & INSURED" in an even smaller white font.

SNL CLEANING SERVICES
Serving OCMD, Delaware & Surrounding Areas
SHANNON TEATS, Owner 443-435-3011
LICENSED & INSURED

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 or call 443-435-3011. Visit us on Facebook @SNLcleaningservices.

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 https://www.albertsoncompanies.com/careers/acme-careers.html
ALDI	Store Associate	Apply online at https://careers.aldi.us/
American Eagle - Centre at Salisbury	Staffing Supervisor Overnight Merchandising Associate Merch Lead Sales Associate Stock Lead	Apply online at www.ae.com
Atlantic General Hospital	Housekeeping Aide Medical Receptionist Nurse Tech Patient Safety Aide Registration Specialist RN Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Caregiver Dishwasher Server/Waitstaff Memory Care Caregiver	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury	Sales Associate	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/
Bay Shore Services	Administrative Assistant CNA Direct Support Professional Residential Supervisor	Download and print application at http://www.bayshoreservices.org/our-mission/job-opportunities/ . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801 or email to: info@bayshoreservices.org
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs
Bestemps	Administrative Assistant Assembler-Microelectronic & Filter (Fruitland) Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Housekeeping (Ocean City)	Apply online at https://www.bestemps.com/looking-for-work/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Machine Operator Maintenance Technician Porter Part-time Skilled Construction Labor Warehouse/Truck Unload	
Bob Evans Restaurant	<i>Ongoing recruitment</i> Carryout Host/Cashier Server Shift Leader Grill Cook Kitchen Preparation Bus Person Dishwasher Operator Assistant General Manager	Apply online at http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152
Boscov's - Centre at Salisbury	Cosmetic Sales Consultant Sales Associate	Apply online at https://www.boscovs.com/static/about_boscov/about_boscov.html
Brew River	<i>Ongoing recruitment</i> Server Cocktail waitress Bartender Kitchen staff Hostess	Email resume to info@brewriver.com 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 https://burlingtonstores.jobs/
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 kcarmean@chesapeakehc.org or fax to HR at 443-210-2324. Link for job application at https://chesapeakehc.org/md-eastern-shore-healthcare-careers/
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chick-Fil-A	<i>Ongoing recruitment</i> Team Member	Apply online at http://salisburychickfila.com/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at https://www.childrensplace.com/us/content/careers-us

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 https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
Chuck E. Cheese's - Centre at Salisbury	<i>Ongoing recruitment</i> Cast Member	Apply online at https://chuckejobs.com/
City of Pocomoke	Police Communications Operator/Dispatcher	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Part Time Zoo Educator Wastewater Treatment Operator I Laboratory Technician 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 Utility Tech I Program Specialist-Water Works Groundskeeper Zoo Motor Equipment Operator II Parks Maintenance Worker POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **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 https://salisburymd.comfortkeepers.com/home/careers
Delaware Elevator	AutoCAD Drafter Certified Elevator Mechanic Collections Associate Drilling Assistant	Apply online at https://delawareelevator.com/about/careers/
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Footwear Sales Associate - Apparel Sales Associate - Golf Cashier Operations Associate	Apply online at https://www.dickssportinggoods.jobs/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate - positions in Salisbury, Berlin & Pocomoke Operations Assistant Manager (Salisbury, Pocomoke)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Residential Delegating RN Maintenance Technician-Drywall/Painting Behavior Health Supervisor Children's' Program Aide Children's Program Mentor House Counselor Instructor Aide Banquet Host or Hostess Driver	Apply online at http://dovepointe.org/Careers
Dressbarn	Stylist Part-time Assistant Manager	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at https://www.dtlr.com/careers/
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 https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/
Exelon (Delmarva Power)	Supervisor Relay & Control Relay Tester 3/C SCD NERC	Apply online at http://www.exeloncorp.com/careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Operations/Administrative Assistant Technician Staff Accountant Warehouse Associate Service Technician Salesperson Front Office Shipping Clerk Production Packer General Laborer Driver	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Store Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Food Lion	Assistant Store Manager (Tilghman Rd) Assistant Customer Service Manager (Tilghman Rd) Deli Bakery Manager (Nanticoke Rd) Evening Manager (Tilghman Rd) Center Store (Grocery) Manager (Nanticoke Rd)	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Customer Service Leader-Office Assistant (Tilghman Rd) Deli Bakery Associate (Tilghman Rd, Snow Hill Rd) Center Store (Grocery) Associate (Nanticoke Rd, Tilghman Rd) Perishable Associate (Tilghman Rd, Snow Hill Rd, Nanticoke Rd) Produce Associate (Tilghman Rd, Nanticoke Rd) Sales Associate-Cashier (Tilghman Rd, Nanticoke Rd)	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Fratelli's Restaurant	Server Host Busser	Apply in person at Fratelli's Restaurant 925 Snow Hill Rd Salisbury, MD 21804
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 https://careers.gamestop.com/
Genesis HealthCare	Dietary Aide Assistant Admissions Coordinator Maintenance Assistant Nursing-Non-Certified Nursing Assistant Bookkeeper Cook Housekeeping Aide Recreation Assistant	Apply online at https://www.genescareers.jobs/?
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us.html
Holt	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
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 Outside Sales Representative (Ocean City)	Apply online at https://careers.homedepot.com/
HomeGoods - Ocean City	Merchandise Associate	Apply online at http://www.tjxjobs.com/search.asp

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
Lane Bryant	Sales Associate Part-time	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
LensCrafters	Sales Associate	Apply online at https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at https://blog.lids.com/jobs/
Lincare	Customer Service Rep	Apply online at https://www.jobs.net/jobs/Lincare/en-us/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender Restaurant Manager	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	Administrative Support Associate (Salisbury) Facility Service Associate (Salisbury) Sales Specialist Plumbing (Pocomoke)	Apply online at https://jobs.lowes.com/
Market Street Inn	Full-time, experienced Manager <i>Ongoing recruitment</i> Line Cook/Sous Chef Servers Bartenders	Print out application from http://www.marketstreetinnsalisbury.com/employment/ . Fill out application and take to Market Street Inn, 130 W Market St, Salisbury, MD 21801
Marshalls - Ocean City	Merchandise Associate	Apply online at http://www.tjxjobs.com/search.asp
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant Retail Store Tailor-Alterations	Apply online at https://careers.tailoredbrands.com/
New York & Company	Sales Lead Sales Associate Assistant Manager Seasonal Sales Associate	Apply online at http://newyorkcompany.applloi.com/
Ocean Pines Association	Police Officer	Fill out application at

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Part-time Swim Instructor	http://oceanpines.org/administration/work-here/ and email to HR@oceanpines.org or mail to: Ocean Pines Association Attention: HR 239 Ocean Parkway Ocean Pines, MD 21811
Olive Garden	Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers
Peninsula Regional Health System	CAT Scan Technologist Clinical Dietician Coder Abstractor I Courier-Outpatient Environmental Services Aide Food Service-Cafeteria Aide Food Service-Catering Associate Food Service-Cook Food Service-Utility Aide Medical Assistant MRI Technologist Nursing Office Coordinator Operator-Equipment Parking Attendant Patient Care Assistant Patient Portal Liaison Patient Service Representative Representative-Billing/Collection Representative-Patient Account Security Police Staffing Coordinator Technician-Service Desk I Transporter Unit Secretary	Apply online at https://www.peninsula.org/employment-opportunities
Pep Boys	Commercial Driver	Apply online at http://careers.pepboys.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Delivery Driver Pepsi (Trainee DOT) OTR Driver	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
Perdue Farms - Salisbury	Live Haul Driver Check Disbursement Mail Room Coordinator Grain Operator Senior Grain Operator Edible Oil Refinery Operator Fleet Tech Maintenance Mechanic C Executive Admin Assistant-SVP of Operations General Labor PAA Tech Customer Support Specialist II Maintenance Mechanic General Labor Lead	Apply online at https://www.perduecareers.com/
Pier 1	Sales Associate Sales Leader	Apply online at https://www.pier1.com/careers-stores
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Assistant Store Manager	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
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 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 Stock Room Clerk/Manufacturing Utility Maintenance Mechanic	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Warehouse Associate	
	Warehouse Supervisor	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Bartender Server Assistant/Busser Prep Cook Dishwasher/Utility Server Host/Hostess	Apply online at https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352
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 https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
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>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
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 http://www.shoreup.org/eastern-shore-md-services-careers
Somerset County	Correctional Officer I Legal Secretary Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries - Pocomoke	Machine Operator Mold Repair Tech	Apply online at https://careers-spindustries.icims.com/jobs/intro?mobile=false&width=800&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at https://www.spencersandspiritjobs.com/?IPath=TNCNTPG
Staples	Technology Sales Associate Print & Marketing Associate	Apply online at https://careers.staples.com/
State Of Maryland	DJS Youth Transportation Officer Trainee (Wicomico) Filing deadline: May 14, 2019	Apply online at https://jobapscloud.com/MD/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p>Community Health Outreach Worker I (Worcester Co. Health Dept.) Filing deadline: May 14, 2019</p> <p>Patient/Client Driver (Worcester Co. Health Dept.) Filing deadline: May 14, 2019</p> <p>Direct Care Trainee (Holly Center) Filing deadline: May 16, 2019</p> <p>Dental Assistant II (Wicomico Co. Health Dept.) Filing deadline: May 17, 2019</p> <p>Housekeeping Supervisor III (Deer's Head) Filing deadline: May 22, 2019</p> <p>Police Communications Operator I (Worcester) Filing deadline: May 23, 2019</p>	
Subway - All	<p><i>Ongoing recruitment</i> Sandwich Artist</p>	<p>Apply online at https://www.mysubwaycareer.com/</p>
Sun Communities, Inc.	<p><i>Frontier Town Campground:</i> Animal Care Attendant Guest Services Coordinator Golf Cart Attendant Train Operator Busser Stagecoach Driver Entertainment Performer Zip Line Operator Resort Groundskeeper Dishwasher Activities Assistant Bartender Restaurant Cook Restaurant Server Resort Maintenance Technician Cafe Barista Snack Bar Attendant RV Ranger Restaurant Host Resort Housekeeper Store Clerk Gate Attendant Lifeguard Resort Pool Attendant</p> <p><i>Fort Whaley Campground:</i> Activities Assistant RV Ranger Resort Groundskeeper Resort Housekeeper Store Clerk Resort Maintenance Technician Snack Bar Attendant</p>	<p>Apply online at https://careers.suncommunities.com/viewalljobs/</p>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Castaways RV Resort:</i> Resort Groundskeeper Store Clerk Gate Attendant Gate Attendant Resort Housekeeper Guest Services Coordinator Busser Activities Assistant	
Sunglass Hut - Centre at Salisbury	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco-Pocomoke	Inbound Warehouse Selector Inbound Receiver Special Delivery Truck Driver Material Handling Technician II Outbound Warehouse Supervisor CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master	Apply online at https://careers.sysco.com/?
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at http://jobs.tacobell.com/
Target	Electronics Team Member Food Services Assistant Guest Advocate-Cashier Inbound Expert General Merchandise Expert	Apply online at https://jobs.target.com/
Texas Roadhouse	Host Server	Apply online at https://careers.texasroadhouse.com/
T.J. Maxx - Ocean City	Merchandise Associate Customer Experience Coordinator	Apply online at http://www.tjxjobs.com/search.asp
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at https://jobs.jobvite.com/torrid
Town of Berlin	Seasonal Laborer	Apply online at https://berlinmd.gov/employment-opportunities/
Town of Ocean City	Casual Labor (Convention Center) <i>Open until filled</i> Facilities Monitor <i>Open until filled</i> 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>	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	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> Maintenance Worker <i>Open until filled</i> Boardwalk Comfort Station Attendant <i>Open until filled</i> Solid Waste Worker <i>Open until filled</i> Golf Course Maintenance (Eagle's Landing) <i>Open until filled</i> Convention Maintenance Worker I Filing deadline: May 17, 2019 Utility Construction Inspector Filing deadline: May 20, 2019 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 Dispatcher Landscape Laborer-Seasonal	Apply online at http://lowershore.org/Departments/HumanResources.aspx
Tuesday Morning - Centre at Salisbury	Store Associate Assistant Manager	Apply online at https://careers.tuesdaymorning.com/
UMES	Library Services Assistant Filing deadline: May 17, 2019	Apply online at https://umes.peopleadmin.com/postings/1976
UPS	Package Handler	Apply online at https://www.jobs-ups.com/search-jobs/
Victoria's Secret - Centre at Salisbury	Seasonal Associate Sales & Support Generalist	Apply online at https://www.victoriasssecret.com/careers
Villa Fresh Italian Kitchen - Centre at Salisbury	<i>Ongoing recruitment</i>	Print application at http://www.villarestaurantgroup.com/careers 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 http://wcdcservices.org/employment-opportunities/ Mail completed applications to: WCDC Attn: Human Resources P.O. Box 70 Newark, MD 21841

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Custodian <i>Open until filled</i>	
	Mechanic I <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	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>	
	Park Ranger <i>Open until filled</i>	
	Revenue Specialist Filing deadline: May 15, 2019	
	Administrative Office Associate-Circuit Court Filing deadline: May 24, 2019	
	Legal Office Associate - State's Attorney Office Filing deadline: May 24, 2019	
	Wicomico Public Libraries	
Reader Van Coordinator (Full-time)		
Wicomico County Public Schools	School Vehicle Foreman Filing deadline: May 15, 2019	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1
	Maintenance Technician III-HVAC Filing deadline: May 17, 2019	
Worcester County	Correctional Officer Trainee	Download and print application from http://www.co.worcester.md.us/departments/hr/jobs Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863
	Communications Clerk Trainee	
	Communications Clerk I	
	Landfill Operator II	
	Building Maintenance Mechanic III	
	Maintenance Worker I	
	Maintenance Worker III	
	Roads Worker I and II	
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i>	Apply online at http://www.ymchesapeake.org/employment
	Camp Director	
	Camp Counselor	
	Membership Services Representative	
	Child Watch Assistant	
	Birthday Party Host	
	Group Exercise Instructor	
	Wellness Assistant	
	Personal Trainer	
	Gym Monitor	
	Swim Team Admin Assistant	
	Lifeguard	
	Swim Instructor	
	Sports Staff	
	Custodian Supervisor	
Assistant Swim Team Coach		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Camp Counselor Child Watch Outdoor Program Specialist	
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



Maryland Workforce Exchange

May 12, 2019 - May 18, 2019

**J
O
B
S

O
F

T
H
E

W
E
E
K**

Job Order Number	Company	Position	Positions open
987125	Harrison Group	Receptionist	1
986642	Town of Ocean City	Utility Construction Inspector	1
987719	Plim Plaza	Maintenance Person	1
987725	Plim Plaza	Night Auditor	1
987997	Worcester County Developmental Center	Instructors/Driver	5
988067	Worcester County Developmental Center	Personal Support Facilitator	5
988069	Worcester County Developmental Center	Residential Counselor	5
988188	Town of Ocean City	Convention Maintenance Worker I	1

Visit 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."



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/) 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

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

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/



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





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

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 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.

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

For information about the course, policies and procedures, contact Wor-Wic at (410) 334-2815 or visit the website at www.worwic.edu.

To be considered for the training, please contact Quality Staffing Services at (410) 742-2600 or visit their website, 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 work in extremely hot, dusty and noisy environments
- 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.

The intent behind the welding training is to obtain welding employment.





Prepare for a Career at Delmarva Power

Step 1- If you are interested in a career with Delmarva Power (focus is on linesmen at this time), please call Wor-Wic to reserve a seat in a free information session.

Step 2- At the end of the information session, you are welcome to take a free basic English and math assessment to determine if you are ready for the next step.

Step 3- For students who pass the assessment, you are able to prepare for Delmarva Power's pre-employment exam by taking a preparation course: "Get Into Energy Math Revised Course" through Wor-Wic at a total tuition cost of \$25 during day or evening times.

Step 4- Students who pass the assessment are able to take the pre-employment exam through Delmarva Power for potential employment.



Delmarva Power has multiple job opportunities in our area!
Reserve your seat in one information session by calling Wor-Wic at 410-334-2815.
Registration for information sessions will be accepted on a first come, first serve basis.



The metal fabrication industry is in the midst of a worker shortage, which is expected to intensify as baby boomers age and the need for skilled metal fabricators grows.

Through a partnership with Crystal Steel, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance, Wor-Wic Community College will be offering a metal fabrication training course in the near future. This course will be free thanks to funding from the Department of Labor, Licensing and Regulation EARN Maryland grant.

The new Basic Metal Fabrication course will provide 250 hours of half day (8:30AM-12:00PM) instruction and practice Monday through Friday, over 14 consecutive weeks. Students who graduate will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Eligibility requirements, course information and how to apply will be forthcoming. Please contact Dr. Rhonda Banks at Wor-Wic Community College for additional information at rbanks@worwic.edu or 410-334-2815.



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:



LOWER SHORE
WORKFORCE ALLIANCE

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



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

Worcester County Public Schools Adult Education Program Pocomoke/Snow Hill



FREE CLASSES OFFERED!



The Worcester County Public Schools Adult Education Program provides education, literacy activities and employment programming to the adult learners of their community through two different programs: Adult Basic Education (ABE) and English As a Second Language (ESL).

Classes will:

- Increase English language acquisition
- Build numeracy (math) skills for everyday life
- Strengthen workforce and career readiness skills
- Prepare for your GED® exam, where applicable



REGISTRATION FOR ABE/ESL:

REGISTRATION DATES:
 Thursday, August 8: 10:00 am
 Saturday, August 10: 11:00 am
 Monday, August 12: 3:00 pm

Please note the intake process may take up to three hours.

Pocomoke Public Library
 (301 Market St, Pocomoke City)

If none of the above times work for you, please contact the Adult Education Office (see below) to make other arrangements prior to the start of classes in September.

Adult Education Office:
 410-632-5071
 410-251-3326 (en español llame) adulthoodeducation@worcesterk12.org

Education-Diploma-Employment

Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Department of Labor, Licensing, and Regulation.

Worcester County Public Schools Adult Education Program Berlin/Ocean City



FREE CLASSES OFFERED!



The Worcester County Public Schools Adult Education Program provides education, literacy activities and employment programming to the adult learners of their community through two different programs: Adult Basic Education (ABE) and English As a Second Language (ESL).

Classes will:

- Increase English language acquisition
- Build numeracy (math) skills for everyday life
- Strengthen workforce and career readiness skills
- Prepare for your GED® exam, where applicable



REGISTRATION FOR ABE/ESL:

Day Classes: 9:00 am-12:00 pm
 Holy Savior Catholic Church (1705 Philadelphia Ave, OC)
 • September 10 and 11
 • September 17 and 18
 • September 24 and 25

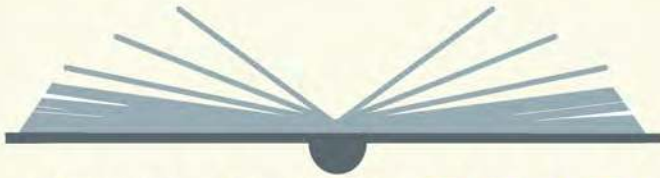
Evening Classes: 6:00 pm-8:00 pm
 Stephen Decatur High School (9913 Seahawk Rd, Berlin)
 • September 9 and 11
 • September 16 and 18
 • September 23 and 25

Adult Education Office:
 410-632-5071
 410-251-3326 (en español llame)
adulthoodeducation@worcesterk12.org

Education-Diploma-Employment

Adult Education Programs Worcester County Public Schools

Funding for the Adult Education program is provided by the Department of Labor, Licensing, and Regulation.



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



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.



FREE FINANCIAL EDUCATION CLASSES



COME AND LEARN WHERE YOUR MONEY IS GOING
THE HOME BUYING PROCESS
HOW TO QUALIFY FOR A LOAN AND MORE ...

- BUDGET - CREDIT - PRE-PURCHASE
- POST-PURCHASE - RENTAL RIGHTS & RESPONSIBILITIES
- FAIR HOUSING

EVERY WEDNESDAY FROM 9:00 – 11:00 AM

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.

LEGAL RESOURCES

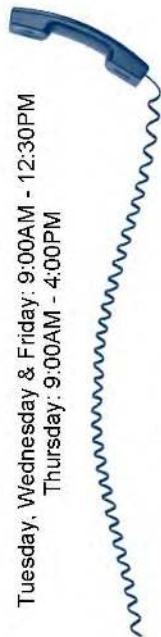
Maryland Courts Self-Help Centers
 410.260.1392
mdcourts.gov/selfhelp
 Monday-Friday, 8:30 AM to 8:00 PM

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
mdlhb.org

Maryland Volunteer Lawyers Service, Inc.
 800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.
 800.396.1274
probonomd.org

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