

the Job Journal

**TIP
OF THE
WEEK**

Create a 30-day plan for your job search.

If your plan is a 30-day one for whatever reason (like economic urgency, or you need out *now* of a terrible gig), then that's a daunting goal, but a do-able one. There just isn't much wiggle room or time for blowing things off. If you're serious about getting a new job in a month, then that means your focus has to be on the job hunt.

Your Search

It's time to come up with a hardcore job hunt time budget. With such an aggressively short window of time, you really don't have the luxury of saying, "Oh, maybe I'll do that this week." Instead, write down your list of job search goals for the week and attach specific days/times to them. For example:

Monday: Check saved job searches, research job openings at ABC Company.

Tuesday: Call Karen about potential referral for ABC Company.

Wednesday: Follow up with HR at XYZ Company about application.

Whatever time you have available, figure out how you can set a time budget and stick to it. The closer you stick to that plan, the less likely you'll be to fall off schedule, and discover that 20 days have gone by before you hit your early checklist goals. Figure out where you can devote chunks of time (ideally each day) to check things off on your list.

Your Skills

At this point, you need to go with the skills you have, or ones that you can learn *very* quickly by researching online or playing with programs (like finally learning how to do a vlookup, or revisiting how to use Adobe Photoshop). Focus on the core skills you want to feature most prominently on your resume and in interviews.

Your Resume

It's definitely crunch time, which means you don't really have a week to write, edit, and seek feedback on your resume. So let's truncate that a bit. Start with some of the great tools that are already available, like resume templates you can use as a starting point.

But—and I can't emphasize this enough—never skip the proofreading step. If you have zero time, give it the most thorough check you can. And if it's at all possible, have someone else read it. They may notice mistakes that passed right under your hurrying eyes. Simple mistakes can put your resume in the "no thanks" pile quickly, so even with a short schedule, you need to take the time for those extra steps.

Your Network

Whoever you have on your side now, that's the squad you're taking

into battle. Focus on the people you already know who can help you with your job search. Use LinkedIn, Facebook, or any professional contacts you have, and don't be shy about letting people that you're on the lookout for a new job. Though that comes with a caveat: if your search is on the DL because you don't want your current boss to find out, you'll still want to be a little discreet. No blaring Facebook posts saying, "I'm looking for a job!"

Your Interview Prep

As with other aspects of your job search, your interview prep should be laser-focused on the resources you have. Identify your most interview-ready outfit, and get it ready to go: dry clean, fix any messy bits (like loose threads or saggy hems), and dust off your lucky interview shoes. Your schedule is so aggressive that you need to be ready to go almost immediately for interviews—if you get an interview tomorrow, you may not have time to rush around getting ready.

It's also important to know your resume points backwards and forwards, so you can speak to any aspect of it on short notice.

However much time you've assigned to your job search plan, the most important thing is to maximize whatever time you *do* have. Coming up with a goal-oriented plan is a great start, and will help you make the most of the coming weeks. Good luck!

Lopaze, Kate. "Create a 30, 60 or 90-day plan for your job search." *The Job Network*, PandoLogic, Inc., <https://www.thejobnetwork.com/create-a-30-60-or-90-day-plan-for-your-job-search/>.

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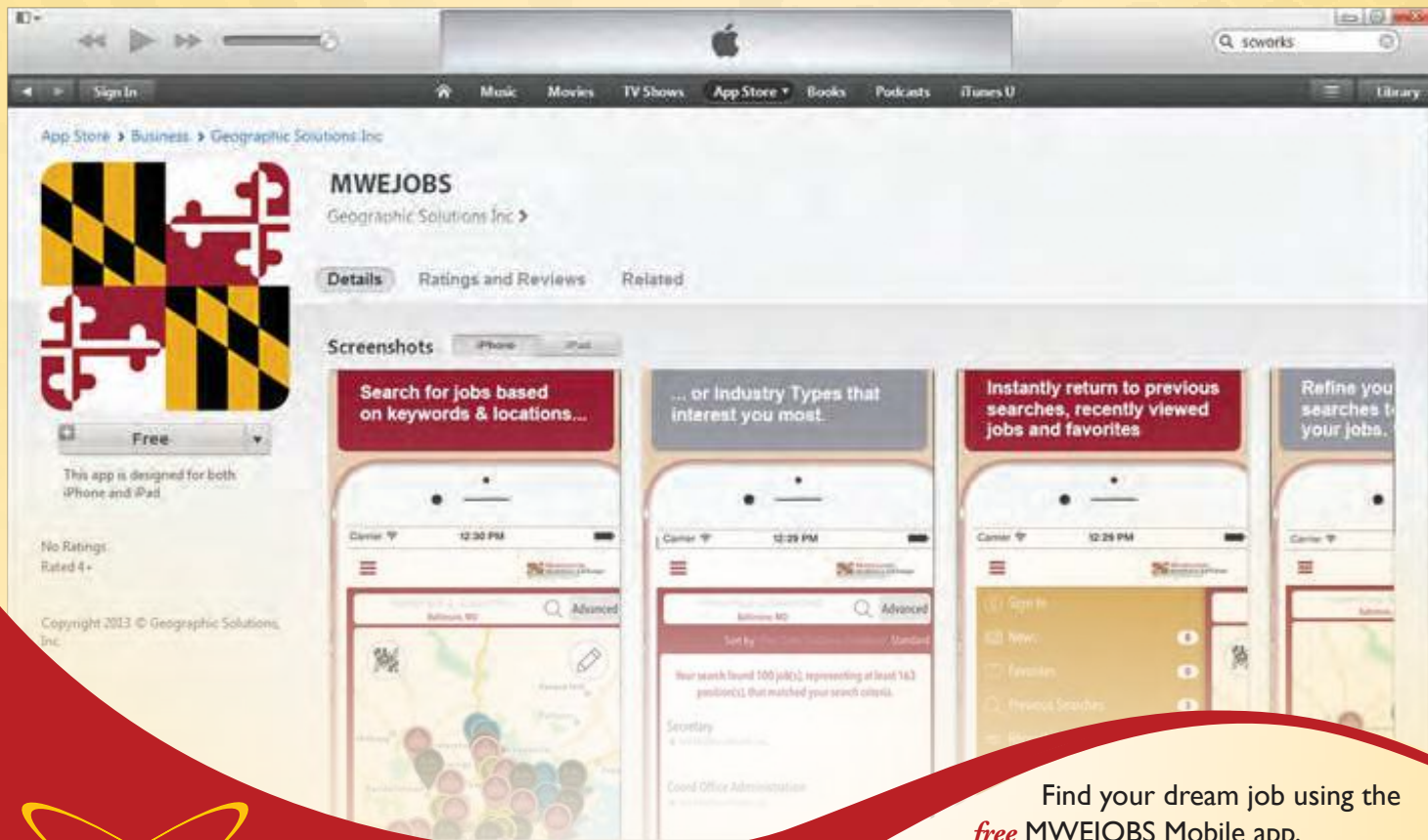
The Job Journal is brought to you by the Tri-County Workforce Development Initiative, in partnership with the Department of Human Services.

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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, Suite 110
Salisbury, Maryland 21804

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



MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



Same Day Apply & Test!! Monday, July 1, 2019
Apply: 9AM – 11AM * Test: 11:30am – 3:30PM**
American Job Center: Lower Shore
31901 Tri-County Way Salisbury, MD. 21804-1708
410-341-8533 Room #012 (Somerset Room)

CORRECTIONAL OFFICER I

Earn up to \$54,186/yr.

Must be at least 21 and have a high school diploma or GED. No Experience Necessary. Excellent Benefits!
For Additional information, please visit mwejobs.maryland.gov and search Job Order #995113

PUBLIC SAFETY HAS YOU COVERED

Health Insurance, Paid Vacation, Holidays, Sick Leave, Military Leave, 20 Yr. Service Retirement, Credit for Military Service, 401k & 457 Retirement Plans, Free Transportation on MD MTA, Uniforms Provided, Education/Training Credit, Numerous Promotional Opportunities and more!

Learn more about us at www.dpscs.maryland.gov

Or call our information line at (410) 585-3560

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."



Job Fair

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Available Positions at Worcester County Developmental Center

Personal Supports Facilitators
Residential Counselors & Instructor/Driver

Entry Level Positions

Monday
July 8, 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."





Job Fair

Available Positions at Tailored Staffing

Phlebotomy Techs

Thursday
JULY 18, 2019
9AM – 1PM



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

997841 – Phlebotomy Techs

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



Positions available throughout the Lower Shore

1 Year Sticking Experience Required
\$13.22 - \$15.75 DOE



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Rev: 4/2017



Q&A HIRING EVENT

Over 100 Positions Available

U.S. Census has available positions for Census Workers

These positions provide the perfect opportunity to earn some extra income while helping your community. The results of the 2020 Census will help determine each state's representation in Congress, as well as how certain funds are spent for schools, hospitals, roads, and more. This is your chance to play a part in history and help ensure that everyone in your community is counted! No Experience Needed

Thursday, July 25, 2019
9AM – 1PM



Serving Somerset, Wicomico and Worcester Counties
31901 Tri-County Way, Room 115-A, Salisbury, MD 21804

To be eligible for a 2020 Census job, you must

- Be at least 18 years old.
- Have a valid Social Security number.
- Be a U.S. citizen.
- Have a valid email address.
- Pass a Census-performed criminal background check and a review of criminal records, including fingerprinting.
- Commit to completing training.
- Be available to work flexible hours, which can include days, evenings, and/or weekends.

Most jobs require employees to

- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
- Have access to a computer with internet and an email account (to complete training).

MWE Job Order #1004360 - Census Worker

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



Positions available for The Eastern shore of MD, DE & VA

Q&A Event and assistance with online applications will be available



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Rev: 4/2017

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Pharmacy Tech (Salisbury) Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk Night Crew Boss (Ocean City)	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	Overnight Merchandising Associate Merch Lead Brand Ambassador Merchandise Manager	Apply online at www.ae.com
Aramark	Food Service Manager	Apply online at https://careers.aramark.com/
Atlantic General Hospital	Charge Pass Examiner Diet Aide Housekeeping Aide Medical Office Assistant Medical Receptionist Nurse Tech Registration Specialist RN Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Caregiver Dishwasher Memory Care Caregiver Cook Memory Care Activity Specialist	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Assistant Manager (Centre) Sales Associate (Centre, White Marlin) Key Holder (Centre)	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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Housekeeping (Ocean City) Machine Operator Maintenance Technician Pool Technician Assistant (Berlin) Production Machine Operator Skilled Construction Labor Warehouse/Truck Unload	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker DTS Lead (Receiving/Freight Manager)	Apply online at https://careers.biglots.com/
Bob Evans Restaurant	<i>Ongoing recruitment</i> Grill Cook Server Host/Cashier Kitchen Preparation Carryout Bus Person Dishtank Operator Shift Leader	Apply online at http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152
Boscov's - Centre at Salisbury	Cosmetic Sales Consultant Department Manager Leisure Travel Sales Consultant Loss Prevention Detective Sales Associate	Apply online at https://www.boscovs.com/static/about_boscov/about_boscov.html
Burlington - Centre at Salisbury	<i>Ongoing recruitment</i> 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 - Salisbury, Berlin	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Ongoing recruitment-Berlin</i> Kitchen Team Member Drive-Thru Team Member Dining Room Team Member Front Counter Team Member Leadership	Apply online at http://cfawestoceancity.com/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	<i>Ongoing recruitment</i> Sales Associate	Apply online at https://www.childrensplace.com/us/content/careers-us
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 Salisbury	Wastewater Treatment Operator I Plant Mechanic Assistant Plant Mechanic Computerized Maintenance Management Service Technician Water Plant Operator I or II Utility Technicians I, II & III Parks Maintenance Worker Auto Mechanic II Biosolids Operator I Zoo Keeper I 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
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate	Apply online at https://www.dickssportinggoods.jobs/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Pocomoke) Operations Assistant Manager In Training (Salisbury)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Children's Program Mentor House Counselor Residential Delegating RN Employment Services Supervisor LPN Assistant Maintenance Supervisor Behavior Health Supervisor Children's' Program Aide Instructor Aide Driver	Apply online at http://dovepointe.org/Careers
Dressbarn - Centre at Salisbury, White Marlin Mall	Stylist (White Marlin)	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/
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	Accounting Clerk	Apply online at https://www.expresspros.com/
	Customer Service Representative	
	Shipping Clerk	
	General Labor	
	Production Packer	
	Accounting Associate	
	Clerk/Scanner	
	IT Technician	
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Food Lion	<i>Nanticoke Road</i> Center Store (Grocery) Associate	\
	<i>Snow Hill Road (Salisbury)</i> Perishable Associate Frozen Food/Dairy Associate Center Store (Grocery) Lead Assistant Store Manager	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Tilghman Road (Salisbury)</i> Produce Associate Perishable Associate Sales Associate (Cashier) Quality Assurance Associate Deli Bakery Associate Center Store (Grocery) Associate</p> <hr/> <p><i>Fruitland</i> Deli Bakery Associate Grocery Sales Manager Perishable Associate Frozen Food/Dairy Associate</p> <hr/> <p><i>Crisfield</i> Deli Bakery Associate Produce Associate Center Store (Grocery) Associate</p> <hr/> <p><i>Princess Anne</i> Cake Decorator Assistant Customer Service Manager Customer Service Leader-Office Assistant Sales Associate (Cashier)</p> <hr/> <p><i>Berlin</i> Quality Assurance Associate Customer Service Leader - Office Assistant Produce Associate Sales Associate (Cashier) Deli Bakery Associate Center Store (Grocery) Lead Deli Bakery Manager Cake Decorator</p> <hr/> <p><i>Ocean City</i> Quality Assurance Associate Deli Bakery Associate Perishable Associate Sales Associate (Cashier) Produce Associate Frozen Food/Dairy Associate Center Store (Grocery) Associate</p> <hr/> <p><i>Ocean Pines</i> Frozen Food/Dairy Associate Meat Market Associate Quality Assurance Associate Center Store (Grocery) Associate Quality Assurance Associate</p> <hr/> <p><i>West Ocean City</i> Evening Manager Center Store (Grocery) Lead Meat Cutter Frozen Food/Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier)</p>	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Maintenance Assistant Driver Scheduling Manager Dietary Aide Cook Aide-Geriatric Nurse Coordinator-Employee Payroll & Benefits Receptionist Non-Certified Nursing Assistant Housekeeping Aide Recreation Assistant	Apply online at https://www.genescareers.jobs/
GNC	Sales Associate Retail Store Manager	Apply online at https://jobs.gnc.com/search/searchjobs
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
H&M - Center at Salisbury	Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us.html
Harbor Freight Tools	Retail Stocking Associate Retail Sales Associate Retail Stocking Manager	Apply online at https://harborfreightjobs.com/
Holt	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	Apply online at https://careers.homedepot.com/
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
Jubilant Cadista	Maintenance Technician Line Leader, Packaging 1st Shift Maintenance Mechanic, Facilities Warehouse Associate-2nd Shift	Apply online at https://jubilantcareer.jubl.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Junior Achievement of the Eastern Shore	Community Outreach Coordinator (Mid-Shore Counties, Worcester County)	Apply online at https://www.juniorachievement.org/web/ja-easternshore/career-opportunities;jsessionid=FF12E79BF9E0BBBCE14856C721852AAC
Justice - Centre at Salisbury	Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
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	Service Rep	Apply online at https://www.jobs.net/jobs/Lincare/en-us/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Macy's - Centre at Salisbury	Retail Cosmetics Sales - Beauty Advisor	Apply online at https://www.macysjobs.com/?&lat=39.29&lng=-76.61&distance=25&sorting=Nearest&v=277
McCready Health	Certified Medication Aide Geriatric Nursing Assistant LPN RN	Apply online at https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/
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 Seasonal Sales Associate	Apply online at http://newyorkcompany.apploi.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Ocean Pines Association	Police Officer Part-time Swim Instructor	Fill out application at 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	Administrative Assistant	Apply online at https://www.peninsula.org/employment-opportunities
	Clerk-Postal	
	Code Abstractor I	
	Courier-Outpatient	
	Environmental Services Aide	
	Food Service-Cafeteria Aide	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Utility Aide	
	Medical Assistant	
	Nursing Assistant (CNA)	
	Parking Attendant	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Service Representative	
	Radiologic Technologist	
	Registrar-Emergency Admittance	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Security Police	
Staffing Coordinator		
Technician-Service Desk I		
Transporter		
Unit Secretary		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Pep Boys	General Service Technician	Apply online at https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEl7yerQ%2F5c9DzyViJzuSZV&c=1153251&_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Syrup Blender Swing Merchandiser Warehouse Supervisor	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
Perdue Farms - Salisbury	General Labor-Live Hang Maintenance Mechanic Live Haul Driver Check Disbursement Mail Room Coordinator Fleet Tech Grain Operator Senior Grain Operator Edible Oil Refinery Operator Maintenance Mechanic C	Apply online at https://www.perduecareers.com/
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 Alignment Technician Assembler Boiler Operator Certified Forklift Driver Data Entry Electrical Maintenance Mechanic Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor Hair Stylist HR/Finance/Office Assistant Injection Molding Technician Inventory Processing Clerk Lead Carpenter/Manager Machine Operator/Mill Associate Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Manufacturing Packer	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Material Handler/Forklift Material Handler/Forklift/Production Line Tech Pest Control Technician Helper Plumbing Service Technician Production Associate Production Specialist Production Supervisor Production Worker Production/Manufacturing Worker Quality Inspector Stock Room Clerk/Manufacturing Utility Maintenance Mechanic 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
RGIS - Salisbury, Ocean City	Part-time Retail Inventory Associate (Salisbury)	Apply online at https://www.rgis.com/careers
Rite Aid - Salisbury, Princess Anne, Berlin, Pocomoke, Ocean City	Cashier (Salisbury, Ocean City) Pharmacy Technician (Salisbury, Berlin, Pocomoke) Shift Supervisor (Delmar) Assistant Store Manager (Berlin) District Leader (Ocean City)	Apply online at https://careers.info.riteaid.com/en-US/#careers
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 Cook	Apply online at https://www.rubytuesday.com/careers
Salisbury University	Administrative Assistant I Filing deadline: July 15, 2019 Food Service Specialist (Supervisory position) Filing deadline: July 16, 2019	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
Sam's Club	Cake Decorator Associate Member Support Bakery II Gas Station Attendant Lead Member Service Supervisor Front End Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/?xid=frt:careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sherwin Williams	Sales Associate (West Ocean City)	Apply online at https://careers.sherwin-williams.com/home
Smiths Interconnect	Alignment Technician Assembler Machine Operator	Apply online at https://www.smithsinterconnect.com/careers-en/current-opportunities/
Somerset County	<i>Ongoing recruitment</i> Correctional Officer I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
	Scale House Attendant Filing deadline: July 3, 2019	
	Maintenance Worker Filing deadline: July 5, 2019	
	Dog Control Supervisor Filing deadline: July 8, 2019	
SP Industries - Pocomoke	Mold Technician Material Handler	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	Building Services Worker (Deer's Head) Filing deadline: July 9, 2019	Apply online at https://jobapscloud.com/MD/
	Office Services Clerk (Wicomico, Worcester & Somerset Counties) Filing deadline: July 10, 2019	
	Electrician Senior (Holly Center) Filing deadline: July 12, 2019	
	Maintenance Mechanic Senior (DJS Eastern Region-Wicomico Co.) Filing deadline: July 17, 2019	
Subway - All	<i>Ongoing recruitment</i> Sandwich Artist	Apply online at https://www.mysubwaycareer.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sun Communities, Inc.	<p><i>Frontier Town Campground:</i> RV Ranger Resort Groundskeeper Restaurant Host Resort Maintenance Technician Entertainment Performer Train Operator Stagecoach Driver Dishwasher Restaurant Server Bartender Snack Bar Attendant Restaurant Supervisor Lifeguard Ticket Sales Attendant Resort Pool Attendant Gate Attendant Animal Care Attendant Resort Housekeeper Guest Services Coordinator Busser Cafe Barista Store Clerk Restaurant Cook Golf Cart Attendant</p> <hr/> <p><i>Castaways RV Resort:</i> Shuttle Operator Resort Housekeeper Store Clerk Guest Services Coordinator Snack Bar Attendant Gate Attendant</p>	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate (Centre, Ocean City) Sales Manager (Ocean City)	Apply online at https://careers.sunglasshut.com/na
Sysco-Pocomoke	Special Delivery Truck Driver Material Handling Technician II 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	Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant) GM and Food (General Merchandise, Closing, Presentation, Fulfillment, Inbound, Food Service, Starbucks Barista or Food & Beverage)	Apply online at https://jobs.target.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Texas Roadhouse	Host Server Server Assistant-Busser Line Cook Line Cook-Broil/Grill Prep Cook	Apply online at https://careers.texasroadhouse.com/
T.J. Maxx - Ocean City	Merchandise Associate	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 Distribution and Collections Technician	Apply online at https://berlinmd.gov/employment-opportunities/
Town of Ocean City	Office Associate III <i>Open until filled</i> Casual Labor (Convention Center) <i>Open until filled</i> Seasonal Vehicle Equipment Technician I <i>Open until filled</i> Security Guard <i>Open until filled</i> Lifeguards for Summer 2019 <i>Open until filled</i> Temporary Concessions 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> Meter Technician Filing deadline: July 5, 2019 2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
UMES	Grounds Supervisor Filing deadline: July 3, 2019	Apply online at https://umes.peopleadmin.com/postings/2057
	Administrative Assistant II Filing deadline: July 3, 2019	Apply online at https://umes.peopleadmin.com/postings/2055
	Administrative Assistant I Filing deadline: July 3, 2019	Apply online at https://umes.peopleadmin.com/postings/2051
UPS	Package Handler	Apply online at https://www.jobs-ups.com/
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Victoria's Secret - Centre at Salisbury	Lingerie Manager Brand Operations Supervisor 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
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Crew Leader I <i>Open until filled</i>	
	Maintenance Technician Filing deadline: July 12, 2019	
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator IV <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>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Wicomico Public Libraries	STEAM Instructor (Part-time)	Apply online at http://www.wicomicolibraries.org/employment
Wicomico Public Schools	Medical Assistance Accounting Assistant/Receptionist Filing deadline: July 5, 2019	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1
	Office Associate III Filing deadline: July 5, 2019	
	Administrative Office Associate-Schools Filing deadline: July 7, 2019	
	Construction Manager II Filing deadline: July 7, 2019	
	Contractual Custodian Filing deadline: July 10, 2019	
	Contractual Food Service Worker Filing deadline: July 10, 2019	
	School Clerical Positions Administrative Assistant Office Associate II Office Associate III Filing deadline: July 8, 2019	
Worcester County	Office Assistant IV	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 Or fax application to: (410) 632-5614
	Office Assistant III	
	Communication Clerk I	
	Communication Clerk-Temporary, Part-time	
	Communication Clerk Trainee	
	License Permit Clerk I	
	Correctional Officer Trainee	
	Building Maintenance Mechanic III	
	Landfill Operator II	
	Maintenance Worker I	
	Maintenance Worker III	
	Roads Worker I and II	
	Transfer Station Attendant	
	Water System Supervisor	
Parks Worker II		
Swim Instructor		
Welcome Center Greeter		
Worcester County Public Schools	Bus Aide Filing deadline: July 3, 2019	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester Public Library	Library Service Assistant (Part-time)	Print application online at http://www.worcesterlibrary.org/about/jobs and return to the Administrative Office at the Snow Hill Branch, 307 North Washington St., Snow Hill, MD 21863 or email to employment@worcesterlibrary.org .

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>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 Cleaning Staff</p> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Camp Counselor Child Watch Outdoor Program Specialist Cleaning Staff</p>	Apply online at http://www.ymcachesapeake.org/employment
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

Looking for alternatives to college?



We have training opportunities to get you employed **FAST making a living wage and without the debt of college.**

Scholarships are available for the programs listed below!

- | | |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant | ⇒ Medicine Aide |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care | ⇒ Personal Trainer |
| ⇒ Dental Assistant | ⇒ Pesticide Applicator |
| ⇒ Electrical Wiring Technician | ⇒ Pharmacy Technician |
| ⇒ EKG | ⇒ Phlebotomy Technician |
| ⇒ HVACR | ⇒ Truck and Bus Driver |
| ⇒ Medical Coding/Billing | ⇒ Veterinary Assistant |

Must be a resident of Wicomico, Worcester or Somerset County *Must be 18 years of age*
Must demonstrate financial need *Must meet certain eligibility requirements*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:
(p) 410.334.2815 (f) 410.334.2952 www.worwic.edu/financialassistance abrumfield@worwic.edu

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



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."

Welding Training (Free)



Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor, Licensing and Regulation EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Welding 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.

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.



An Exelon Company

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.

New, Free Metal Fabrication Training During Evenings!



Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership of Wor-Wic Community College, Arcon Welding Services, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to grants from Maryland Department of Labor, Licensing, and Regulation EARN Maryland and Maryland Energy Administration.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication 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 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/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- 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, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$250 (Gear List will be provided)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

The new Basic Metal Fabrication course will provide 250 hours of evening (5:30 pm - 9:15 pm) instruction and practice Monday through Friday over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, and recognize and avoid potential hazards.

Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare main members for cutting and fit-up.

Metal fabrication students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding and tack welding techniques and procedures will be discussed, modeled and practiced.

Students will be introduced to industry structures and processes and discover requirements to qualify as a metal fabricator. Metal fabrication training includes 50% classroom and 50% shop time. Passing written and hands-on skills exams are necessary to graduate.





M.A.D.E.

MANUFACTURING & DESIGN EXPLORATION



MANUFACTURING SKILLS

8 WEEK CAREER EXPLORATION IN DESIGN & MANUFACTURING

This exploratory career course will introduce you to 2D and 3D design and fabrication methods providing you modern skills that employers need today.

**CLASSES START
FALL 2019**

Call Telamon to see if you meet program eligibility requirements:
(443) 397-9414



31901 Tri-County Way, Ste 135
Salisbury MD 21804

443-736-2113
info@M4Reactor.org

M4Reactor.org

Telamon is an equal opportunity employer. Auxiliary aids available upon request. Funded by the Department of Labor and Lower Shore Workforce Alliance. Telamon is a proud partner of the American Job Center.

WOR-WIC COMMUNITY COLLEGE

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:



**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

ABE & ESL

Registration Dates:

Tuesday, August 6

1:00 or 5:00

Wednesday, August 7

10:00 or 2:00

Saturday, August 10

10:00

Tuesday, August 13

1:00 or 5:00

Wednesday, August 14

10:00 or 2:00

Wicomico Public Libraries

122. S. Division St.

Salisbury, MD

(Wor-Wic Classroom is on the lower level)



Adult Education Program

Earn your High School Diploma or improve your English skills!

Wor-Wic offers FREE day and evening classes for those interested in Adult Basic Education (ABE) or English as a Second Language (ESL) classes.

New Class Placement, Testing, and Registration will be held at the Wor-Wic office located at the downtown branch of Wicomico Public Libraries on the lower level.

Students must attend the testing session in person. Registration is mandatory for new students. Students only need to attend one session from the provided options. **Please arrive on time to the session and plan to be there for 2-4 hours. Students more than 15 minutes late will not be admitted. Children are not permitted, and only registering students will be allowed to remain during testing.**

For more information:

Phone: **443-260-1703**

E-mail: adulthoodeducation@worwic.edu



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

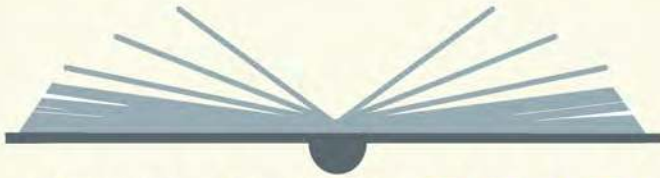
Evening Classes: 6:00 pm-8:00 pm
 Stephen Decatur High School (9913 Seahawk Rd, Berlin)
 • September 9 and 11
 • September 16 and 18
 • September 23 and 25

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

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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
AUGUST 14, 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

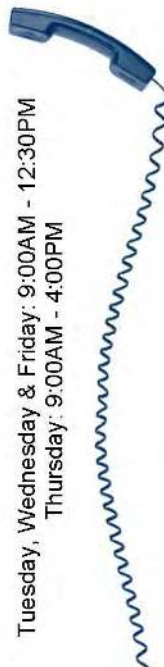
Monday-Friday, 8:30 AM to 8:00 PM

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
mvslaw.org

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