

# the Job Journal

**TIP  
OF THE  
WEEK**

## Reasons Your Resume Isn't As Good As It Could Be

Who you are in the eyes of hiring managers is defined by what's written on your resume. It doesn't matter what work experience you have or how much you know — if your resume doesn't adequately showcase your achievements, your interview chances go out the window.

With just how easy it is for your resume to be tossed aside, you want to do everything in your power to make your resume as impressive to hiring managers as it can possibly be. Unfortunately, many job seekers fail in this area because of these 5 common reasons.

### 1. You're rushing it

Being unemployed or in the midst of a career change can be stressful. There are a lot of job application deadlines to meet and not a lot of time to complete them. Unfortunately, this often forces job seekers to do a rushed job with their resumes, which can end up being a very costly mistake.

Whether it's forgetting to rearrange your bullet points in order of importance or leaving out a minor, yet important job duty, mishaps are more likely to occur as a result of poor planning. It's important to make sure you identify when exactly your job application deadlines are, and then give yourself at the very minimum three days to write your resume and tailor it to each specific job description if necessary.

### 2. You didn't have your resume critiqued by others

It's not enough that you've proofread your

resume from start to finish a hundred times. You need to also get others to proofread it too. As the writer, it's hard to really get an unbiased sense of how others will perceive what you've written, so if you haven't already, be sure to have family members and friends go through your resume. But, don't just stop there! Take advantage of online resume communities like */r/resume* on Reddit where you can post your resume for review. The more opinions and feedback you get the better.

### 3. You focus on duties, not achievements

What's the difference? Well, a duty is simply what you've done. For instance, you "answered customer questions and manned the phones." An achievement, on the other hand, describes how well you did it. You can say something like, "increased customer satisfaction levels by 20% due to exceptional customer service."

By highlighting tangible achievements in your bullet points, you separate yourself from other job applicants who are competing for the same job. Now hiring managers are able to get a better sense of how good an employee you were instead of simply learning about what day-to-day activities your job entailed.

Yang, Peter. "5 reasons your resume isn't as good as it could be." *The Job Network*, PandoLogic, <https://www.thejobnetwork.com/5-reasons-your-resume-isnt-as-good-as-it-could-be/>.

## IN THIS ISSUE

2 MWE JOBS Mobile App

*JOB FAIRS*

3 Tailored Staffing Job Fair; US Census Bureau Hiring Event

4 *EMPLOYMENT OPPORTUNITIES*

*TRAINING SERVICES & OPPORTUNITIES*

20 Workforce Innovation and Opportunity Act Training Services; Wor-Wic Community College Training Opportunities

21 Lower Shore Career Development Center Training Programs

22 Carpentry Training; Welding Training

23 Prep for a Career at Delmarva Power; Metal Fabrication Training

24 Computer and Office Technology Classes

*EDUCATION SERVICES & OPPORTUNITIES*

24 Adult Education Providers

25 National External Diploma Program; Wor-Wic Community College Adult Education Programs

26 Worcester Co. Adult Basic Education & ESL Classes

27 Project READ; Financial Literacy Classes

28 Legal Resources; Legal Clinic

Tri-County Workforce Development Initiative  
31901 Tri-County Way, Suite 110  
Salisbury, Maryland 21804

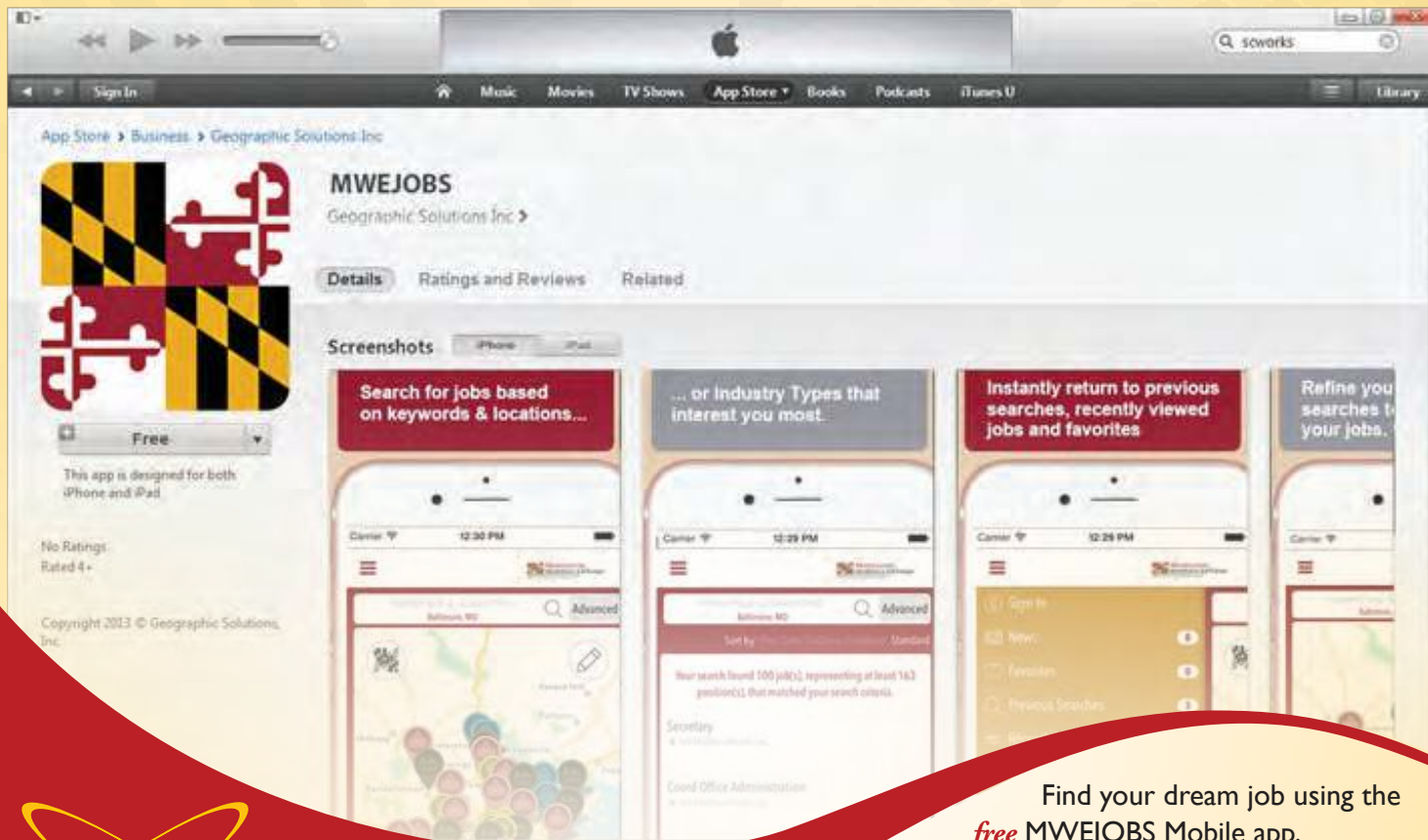
LET US KNOW ABOUT YOUR UPCOMING EMPLOYMENT OR TRAINING OPPORTUNITY  
in the Tri-County area. Please contact us to include your event in our next issue.



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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.

# 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



# Job Fair

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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](http://mwejobs.maryland.gov)



Positions available throughout the Lower Shore

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



"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."



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

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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](http://mwejobs.maryland.gov)



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

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



"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."



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 <a href="https://www.albertsoncompanies.com/careers/acme-careers.html">https://www.albertsoncompanies.com/careers/acme-careers.html</a>
ALDI	Store Associate	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	Overnight Merchandising Associate Merch Lead Brand Ambassador Merchandise Manager	Apply online at <a href="http://www.ae.com">www.ae.com</a>
Aramark	Food Service Manager Food Production Supervisor	Apply online at <a href="https://careers.aramark.com/">https://careers.aramark.com/</a>
Atlantic General Hospital	Charge Pass Examiner CNA Diet Aide Emergency Department Tech Housekeeping Aide Insurance Verifier Medical Office Assistant Medical Receptionist Nurse Tech Refund Specialist Registration Specialist RN Secretary/Nurse Technician	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Caregiver Dishwasher Memory Care Caregiver Cook Memory Care Activity Specialist Registered Medication Aide/Med Tech Server/Waitstaff	Apply online at <a href="https://www.atriaseniorliving.com/careers/">https://www.atriaseniorliving.com/careers/</a>
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre, White Marlin) Assistant manager (Centre) Key Holder (Centre)	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
BayRunner Shuttle	Part-time Driver	Print application and apply online at <a href="https://bayrunnershuttle.com/about/career-opportunities/">https://bayrunnershuttle.com/about/career-opportunities/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Bay Shore Services	Administrative Assistant CNA Direct Support Professional Residential Supervisor	Download and print application at <a href="http://www.bayshoreservices.org/our-mission/job-opportunities/">http://www.bayshoreservices.org/our-mission/job-opportunities/</a> . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801  or email to: <a href="mailto:info@bayshoreservices.org">info@bayshoreservices.org</a>
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at <a href="https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs">https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs</a>
BesTemps	Administrative Assistant 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 <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker DTS Lead (Receiving/Freight Manager)	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Bob Evans Restaurant	<i>Ongoing recruitment</i> Grill Cook Server Host/Cashier Kitchen Preparation Carryout Bus Person Dishtank Operator Shift Leader	Apply online at <a href="http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152">http://careers.bobevans.com/?_ga=2.159178803.804186696.1555685152-1534936397.1555685152</a>
Boscov's - Centre at Salisbury	Cosmetic Sales Consultant Department Manager Leisure Travel Sales Consultant Sales Associate	Apply online at <a href="https://www.boscovs.com/static/about_boscov/about_boscov.html">https://www.boscovs.com/static/about_boscov/about_boscov.html</a>
Burlington - Centre at Salisbury	<i>Ongoing recruitment</i> Retail Store Manager/Assistant Manager Cashier Associate Retail Sales Associate Retail Receiving Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at <a href="mailto:kcarmean@chesapeakehc.org">kcarmean@chesapeakehc.org</a> or fax to HR at 443-210-2324. Link for job application at <a href="https://chesapeakehc.org/md-eastern-shore-healthcare-careers/">https://chesapeakehc.org/md-eastern-shore-healthcare-careers/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Chesapeake Shipbuilding	Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at <a href="http://www.chesapeakeshipbuilding.com/take-action/">http://www.chesapeakeshipbuilding.com/take-action/</a>
Chick-Fil-A - Salisbury, Berlin	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
	<i>Ongoing recruitment-Berlin</i> Kitchen Team Member Drive-Thru Team Member Dining Room Team Member Front Counter Team Member Leadership	Apply online at <a href="http://cfawestoceancity.com/">http://cfawestoceancity.com/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	<i>Ongoing recruitment</i> Sales Associate	Apply online at <a href="https://www.childrensplace.com/us/content/careers-us">https://www.childrensplace.com/us/content/careers-us</a>
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to <a href="https://www.chilisjobs.com/">https://www.chilisjobs.com/</a>  Apply via email to <a href="mailto:chilis523@chilis.net">chilis523@chilis.net</a>
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
Chuck E. Cheese's - Centre at Salisbury	<i>Ongoing recruitment</i> Cast Member	Apply online at <a href="https://chuckejobs.com/">https://chuckejobs.com/</a>
City of Salisbury	Wastewater Treatment Operator I	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
	Plant Mechanic	
	Assistant Plant Mechanic	
	Computerized Maintenance Management System Technician	
	Water Plant Operator I or II	
	Utility Technicians I, II & III	
	Parks Maintenance Worker	
	Auto Mechanic II	
	Biosolids Operator I	
	Administrative Assistant	
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer	
	Comfort Keepers	
PRN Nurse (Salisbury, Ocean Pines, Berlin)		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at <a href="https://apply.jobappnetwork.com/dakotawatch">https://apply.jobappnetwork.com/dakotawatch</a>
Delaware Elevator	Marine Sales Representative Welder	Apply online at <a href="https://delawareelevator.com/about/careers/job-opportunities/">https://delawareelevator.com/about/careers/job-opportunities/</a>
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate Cashier Sales Associate-Footwear	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Berlin & Pocomoke) Operations Assistant Manager (Berlin, Pocomoke) Operations Assistant Manager In Training (Salisbury)	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>
Dove Pointe	Maintenance Tech Children's Program Mentor House Counselor Children's' Program Aide Instructor Aide Driver	Apply online at <a href="http://dovepointe.org/Careers">http://dovepointe.org/Careers</a>
Dressbarn - Centre at Salisbury, White Marlin Mall	Stylist (White Marlin)	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at <a href="https://www.dtlr.com/careers/">https://www.dtlr.com/careers/</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at <a href="https://www.earthboundtrading.com/">https://www.earthboundtrading.com/</a>
Express - Centre at Salisbury	Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>
Express Employment Professionals	Driver	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
	Office Clerk	
	Service Coordinator	
	Administrative Assistant	
	Office Assistant (Snow Hill)	
	Front Desk (Snow Hill)	
General Laborer (Berlin)		
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Food Lion	<i>Nanticoke Road</i> Center Store (Grocery) Associate	Apply online at <a href="https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx">https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx</a>
	<i>Snow Hill Road (Salisbury)</i> Frozen Food/Dairy Associate Perishable Associate Center Store (Grocery) Lead Quality Assurance Associate Center Store Grocery Associate	
	<i>Tilghman Road (Salisbury)</i> Deli Bakery Associate Center Store (Grocery) Associate Perishable Associate Sales Associate (Cashier) Produce Associate Quality Assurance Associate Produce Manager	
	<i>Fruitland</i> Center Store (Grocery) Associate Perishable Associate Assistant Store Manager Deli Bakery Associate	
	<i>Crisfield</i> Deli Bakery Associate Produce Associate	
	<i>Princess Anne</i> Deli Bakery Associate Cake Decorator Assistant Customer Service Manager Sales Associate (Cashier)	
	<i>Berlin</i> Deli Bakery Associate Center Store (Grocery) Lead Deli Bakery Manager Cake Decorator Customer Service Leader-Office Assistant Sales Associate (Cashier) Produce Associate	
	<i>Ocean City</i> Produce Associate Frozen Food/Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier)	
	<i>Ocean Pines</i> Quality Assurance Associate Center Store (Grocery) Associate Sales Associate (Cashier) Frozen Food/Dairy Associate Deli Bakery Associate Produce Associate	
	<i>West Ocean City</i> Frozen Food/Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier)	



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
GameStop - All locations (Salisbury, Fruitland, Pocomoke, Ocean City)	<i>Ongoing recruitment</i> Assistant Store Manager Senior Game Advisor (Shift Leader) Game Advisor (Sales Associate) Store Manager District Manager	Apply online at <a href="https://careers.gamestop.com/">https://careers.gamestop.com/</a>
Genesis HealthCare	Scheduling Manager Coordinator-Employee Payroll & Benefits Aide-Geriatric Nurse Receptionist Driver Cook Dietary Aide Maintenance Assistant Housekeeping Aide Recreation Assistant	Apply online at <a href="https://www.genescareers.jobs/?">https://www.genescareers.jobs/?</a>
GNC	Sales Associate Retail Store Manager	Apply online at <a href="https://jobs.gnc.com/search/searchjobs">https://jobs.gnc.com/search/searchjobs</a>
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Server	Apply online at <a href="https://thegreenturtle.com">https://thegreenturtle.com</a>
H&M - Center at Salisbury	Sales Advisor	Apply online at <a href="https://career.hm.com/content/hmcareer/en_us.html">https://career.hm.com/content/hmcareer/en_us.html</a>
Harbor Freight Tools	Retail Stocking Associate Retail Sales Associate Retail Stocking Manager	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a>
Holt	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at <a href="http://holtpaper.com/About-Us/Careers">http://holtpaper.com/About-Us/Careers</a>
Home Depot (Salisbury, Berlin)	<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 <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
HomeGoods - Ocean City	Merchandise Associate	Apply online at <a href="https://www.tjx.com/careers/">https://www.tjx.com/careers/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at <a href="http://www.hudson-health.org/index.cfm?ref=99000">http://www.hudson-health.org/index.cfm?ref=99000</a>
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at <a href="https://www.journeys.com/careers">https://www.journeys.com/careers</a>
Jubilant Cadista	Maintenance Technician Line Leader, Packaging 1st Shift Warehouse Associate-2nd Shift	Apply online at <a href="https://jubilantcareer.jubl.com/">https://jubilantcareer.jubl.com/</a>
Junior Achievement of the Eastern Shore	Community Outreach Coordinator (Mid-Shore Counties, Worcester County)	Apply online at <a href="https://www.juniorachievement.org/web/ja-easternshore/career-opportunities;jsessionid=FF12E79BF9E0BBCE14856C721852AAC">https://www.juniorachievement.org/web/ja-easternshore/career-opportunities;jsessionid=FF12E79BF9E0BBCE14856C721852AAC</a>
Justice - Centre at Salisbury	Style Advisor	Apply online at <a href="https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs">https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs</a>
K&L Microwave	CNC Machine Operator Electronic Technician Production Equipment Operator	Apply online at <a href="http://www.klmicrowave.com/employment.php">http://www.klmicrowave.com/employment.php</a>
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at <a href="https://www.sneakerjobs.com/us/en">https://www.sneakerjobs.com/us/en</a>
Kohl's	Stockroom Operations Associate Retail Sales Associate Area/Department Supervisor	Apply online at <a href="https://careers.kohls.com/">https://careers.kohls.com/</a>
LensCrafters	Sales Associate	Apply online at <a href="https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/">https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/</a>
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at <a href="https://blog.lids.com/jobs/">https://blog.lids.com/jobs/</a>
Lincare	Service Rep	Apply online at <a href="https://www.jobs.net/jobs/Lincare/en-us/">https://www.jobs.net/jobs/Lincare/en-us/</a>
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury	Pro Loader Facility Services Associate	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Macy's - Centre at Salisbury	Retail Cosmetics Sales - Beauty Advisor	Apply online at <a href="https://www.macysjobs.com">https://www.macysjobs.com</a>
Marshalls - Salisbury, Ocean City	Merchandise Associate (Salisbury, Ocean City) Customer Experience Coordinator (Ocean City)	Apply online at <a href="https://www.tjx.com/careers/">https://www.tjx.com/careers/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
McCready Health	Certified Medication Aide Geriatric Nursing Assistant LPN RN	Apply online at <a href="https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/">https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/</a>
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant Retail Store Tailor-Alterations	Apply online at <a href="https://careers.tailoredbrands.com/">https://careers.tailoredbrands.com/</a>
New York & Company	Sales Lead Sales Associate Seasonal Sales Associate	Apply online at <a href="http://newyorkcompany.apploi.com/">http://newyorkcompany.apploi.com/</a>
Ocean Pines Association	Police Officer Part-time Swim Instructor	Fill out application at <a href="http://oceanpines.org/administration/work-here/">http://oceanpines.org/administration/work-here/</a> and email to <a href="mailto:HR@oceanpines.org">HR@oceanpines.org</a> or mail to: Ocean Pines Association Attention: HR 239 Ocean Parkway Ocean Pines, MD 21811
Olive Garden	Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
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 <a href="https://www.outback.com/careers">https://www.outback.com/careers</a>
Peninsula Regional Health System	Administrative Assistant	Apply online at <a href="https://www.peninsula.org/employment-opportunities">https://www.peninsula.org/employment-opportunities</a>
	Aide-Imaging Tech	
	CAT Scan Technologist	
	Code Abstractor I	
	Courier-Outpatient	
	Environmental Services Aide	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Utility Aide	
	Mechanic-Facilities	
	Medical Assistant	
	Nursing Assistant (CNA)	
	Parking Attendant	
	Patient Care Assistant	
	Patient Care Tech II	
Patient Portal Liaison		
Patient Service Representative		
Radiologic Technologist		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Registrar-Emergency Admittance Representative-Billing/Collection Representative-Patient Account Security Police Staffing Coordinator Technician-Pharmacy Certified Technician-Service Desk I Transporter Unit Secretary	
Pep Boys	General Service Technician	Apply online at <a href="https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEI7yerQ%2F5c9DzyViJzuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E">https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&amp;_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEI7yerQ%2F5c9DzyViJzuSZV&amp;c=1153251&amp;_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E</a>
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Swing Merchandiser	Apply online at <a href="https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do">https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do</a>
Perdue Farms - Salisbury	Maintenance Mechanic General Labor Live Haul Driver Grain Operator (Berlin) Weighing & Grading Operator Check Disbursement Mail Room Coordinator General Labor Lead Truck Washer Settlement Coordinator Fleet Tech Senior Grain Operator Edible Oil Refinery Operator Maintenance Mechanic C General Labor-Live Hang	Apply online at <a href="https://www.perduecareers.com/">https://www.perduecareers.com/</a>
Pier 1	Sales Associate	Apply online at <a href="https://www.pier1.com/careers-stores">https://www.pier1.com/careers-stores</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Assistant Store Manager	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> CNA CMT	Apply in person at Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5705
Quality Staffing	Alarm Technician Alignment Technician Electrical Maintenance Mechanic Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Hair Stylist HR/Finance/Office Assistant Lead Carpenter/Manager Machine Operator/Mill Associate Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Manufacturing Packer Material Handler/Forklift/Production Line Tech Production Associate Production Specialist Production Technician Production Worker Production/Manufacturing Worker Quality Inspector Stock Room Clerk/Manufacturing Utility Maintenance Mechanic Warehouse Supervisor	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Bartender Server Assistant/Busser Prep Cook Dishwasher/Utility Server Host/Hostess	Apply online at <a href="https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352">https://www.careerarc.com/job-map/red-lobster?campaign_id=28236/#ts-1542123286352</a>
RGIS - Salisbury, Ocean City	Part-time Retail Inventory Associate (Salisbury)	Apply online at <a href="https://www.rgis.com/careers">https://www.rgis.com/careers</a>
Rite Aid - Salisbury, Princess Anne, Berlin, Pocomoke, Ocean City	Cashier (Salisbury, Ocean City) Pharmacy Technician (Salisbury, Pocomoke) Shift Supervisor (Delmar) Assistant Store Manager (Berlin) District Leader (Ocean City)	Apply online at <a href="https://careers.info.riteaid.com/en-US/#careers">https://careers.info.riteaid.com/en-US/#careers</a>
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at <a href="https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits">https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</a>
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
Salisbury University	Catering Assistant, Part-time <i>Application reviewed upon receipt</i> Food Service Assistant, Part-time <i>Application reviewed upon receipt</i> Housekeeper <i>Applications accepted through December 20, 2019</i> Administrative Assistant I <b>Filing deadline: July 15, 2019</b>	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Food Service Specialist (Supervisory position) <b>Filing deadline: July 16, 2019</b>	
	Cook <b>Filing deadline: July 21, 2019</b>	
	Administrative Assistant I <b>Filing deadline: July 25, 2019</b>	
Sam's Club	Bakery II Member Support Receiving Associate Cake Decorator Associate Gas Station Attendant Merchandise & Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at <a href="https://careers.walmart.com/?xid=fr:careers">https://careers.walmart.com/?xid=fr:careers</a>
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury, West Ocean City:</i> Sales Associate <i>Crisfield:</i> Temporary Packer Knot Assembly Set Up Operator Brushmaker Material Handler Finishing Operator X-Line Operator Packer	Apply online at <a href="https://careers.sherwin-williams.com/home">https://careers.sherwin-williams.com/home</a>
Smiths Interconnect	Alignment Technician Assembler Machine Operator	Apply online at <a href="https://www.smithsinterconnect.com/careers-en/current-opportunities/">https://www.smithsinterconnect.com/careers-en/current-opportunities/</a>
Somerset County	<i>Ongoing recruitment</i> Correctional Officer I	Apply online at <a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
SP Industries - Pocomoke	Picker/Packer Machine Operator Material Handler	Apply online at <a href="https://careers-spindustries.icims.com/jobs/intro?mobile=false&amp;width=800&amp;height=500&amp;bga=true&amp;needsRedirect=false&amp;jan1offset=-300&amp;jun1offset=-240">https://careers-spindustries.icims.com/jobs/intro?mobile=false&amp;width=800&amp;height=500&amp;bga=true&amp;needsRedirect=false&amp;jan1offset=-300&amp;jun1offset=-240</a>
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at <a href="https://www.spencersandspiritjobs.com/?IPath=TNCNTPG">https://www.spencersandspiritjobs.com/?IPath=TNCNTPG</a>
Staples	Technology Sales Associate Print & Marketing Associate	Apply online at <a href="https://careers.staples.com/">https://careers.staples.com/</a>
State Of Maryland	Child Care Provider I (Worcester Co. Health Dept.) <b>Filing deadline: July 16, 2019</b>	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
	Telephone Operator II (Somerset Co.-ECI) <b>Filing deadline: July 16, 2019</b>	
	Maintenance Mechanic Senior (DJS Eastern Region-Wicomico Co.) <b>Filing deadline: July 17, 2019</b>	
	Office Secretary II (Wicomico Co. Parole & Probation) <b>Filing deadline: July 17, 2019</b>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Cook II (Wicomico DJS) <b>Filing deadline: July 22, 2019</b>	
Subway - All	<i>Ongoing recruitment</i> Sandwich Artist	Apply online at <a href="https://www.mysubwaycareer.com/">https://www.mysubwaycareer.com/</a>
Sun Communities, Inc.	<i>Frontier Town Campground:</i> RV Ranger Lifeguard Entertainment Performer Resort Groundskeeper Train Operator Stagecoach Driver Dishwasher Gate Attendant Busser Cafe Barista Resort Pool Attendant Snack Bar Attendant Bartender Store Clerk Restaurant Cook Guest Services Coordinator Cafe Barista Restaurant Host Resort Housekeeper Restaurant Server Animal Care Attendant  <i>Castaways RV Resort:</i> Shuttle Operator Gate Attendant Resort Housekeeper Store Clerk Guest Services Coordinator Snack Bar Attendant Resort Groundskeeper	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sunglass Hut - Centre at Salisbury	Store Manager Sales Associate	Apply online at <a href="https://careers.sunglasshut.com/na">https://careers.sunglasshut.com/na</a>
Sysco-Pocomoke	CDL A Delivery Truck Driver Customer Service Representative Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master Kitchen Assistant	Apply online at <a href="https://careers.sysco.com/?">https://careers.sysco.com/?</a>
Taco Bell - Ocean City	<i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>
Target	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 <a href="https://jobs.target.com/">https://jobs.target.com/</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Texas Roadhouse	Host Server Server Assistant-Busser Line Cook Line Cook-Broil/Grill Prep Cook	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at <a href="http://www.tjxjobs.com/search.asp">http://www.tjxjobs.com/search.asp</a>
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Berlin	Seasonal Laborer Distribution and Collections Technician	Apply online at <a href="https://berlinmd.gov/employment-opportunities/">https://berlinmd.gov/employment-opportunities/</a>
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> 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 <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at <a href="http://lowershore.org/Departments/HumanResources.aspx">http://lowershore.org/Departments/HumanResources.aspx</a>
Tuesday Morning	Store Associate Assistant Manager	Apply online at <a href="https://www.tuesdaymorning.com/">https://www.tuesdaymorning.com/</a>
UPS	Package Handler	Apply online at <a href="https://www.jobs-ups.com/">https://www.jobs-ups.com/</a>



EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Verizon	Retail Sales Representative	Apply online at <a href="https://www.verizon.com/about/work/">https://www.verizon.com/about/work/</a>
Victoria's Secret - Centre at Salisbury	Lingerie Manager Brand Operations Supervisor Seasonal Associate Sales & Support Generalist	Apply online at <a href="https://www.victoriasecret.com/careers">https://www.victoriasecret.com/careers</a>
Villa Fresh Italian Kitchen - Centre at Salisbury	<i>Ongoing recruitment</i>	Print application at <a href="http://www.villarestaurantgroup.com/careers">http://www.villarestaurantgroup.com/careers</a> and apply in person
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions and to apply, download and print application go to <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a> Mail completed applications to: WCDC Attn: Human Resources P.O. Box 70 Newark, MD 21841
Wicomico County	Correctional Officer I <i>Ongoing recruitment</i>	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
	Assistant Maintenance Supervisor <b>Filing deadline: July 26, 2019</b>	
	Chef/Kitchen Manager <i>Open until filled</i>	
	Maintenance Supervisor <b>Filing deadline: July 26, 2019</b>	
	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>		
Wicomico Public Libraries	STEAM Instructor (Part-time)	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
	Branch Assistant (Centre, Pittsville)	
Wicomico Public Schools	Custodian I and II <b>Filing deadline: July 17, 2019</b>	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1">https://www.applitrack.com/wcboe/onlineapp/default.aspx?all=1</a>
	Assistant Building Service Manager I, II & III <b>Filing deadline: July 17, 2019</b>	
	Building Service Manager I, II, III <b>Filing deadline: July 17, 2019</b>	
Worcester County	Office Assistant IV	Download and print application from

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	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 II and III Transfer Station Attendant Water System Supervisor Parks Worker II Welcome Center Greeter	<a href="http://www.co.worcester.md.us/departments/hr/jobs">http://www.co.worcester.md.us/departments/hr/jobs</a> Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863  Or fax application to: (410) 632-5614
Worcester Public Library	Library Service Assistant (Part-time)	Print application online at <a href="http://www.worcesterlibrary.org/about/jobs">http://www.worcesterlibrary.org/about/jobs</a> and return to the Administrative Office at the Snow Hill Branch, 307 North Washington St., Snow Hill, MD 21863 or email to <a href="mailto:employment@worcesterlibrary.org">employment@worcesterlibrary.org</a> .
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> 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  <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 Cleaning Staff	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at <a href="https://www.zumiez.com/jobs">https://www.zumiez.com/jobs</a>

## WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?  
 Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

### WHO ARE WE?

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

### WHAT ARE THE STEPS TO APPLY?

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

### WHAT COURSES ARE ELIGIBLE?

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

- Healthcare**
- ⇒ Certified Nursing Assistant
- Trades**
- ⇒ Intro to A/C & Refrigeration
- ⇒ Intro to ARC Welding
- Logistics**
- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License
- Other**
- ⇒ Child Care Training



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

- Healthcare**
- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech
- Other**
- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



### Interested in other trainings?

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



### Who do YOU want to be?



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

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

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



## 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](http://www.worwic.edu/financialassistance) [abrumfield@worwic.edu](mailto:abrumfield@worwic.edu)



Let's get to work!

## 2019 Job Skills Training Programs for the Lower Eastern Shore Community

### Lower Shore Career Development Center

Call 410-219-9118 for info or visit 700 S. Salisbury Blvd. Salisbury

*Orientation 9 AM	Medical Billing and Coding	Computer and Clerical	Microsoft Office Bundle	Quick Books
July 15		07/15/2019	07/15/2019	07/15/2019
August 12		08/12/2019		08/15/2019
September 16	09/16/2019	09/16/2019	09/16/2019	09/19/2019
October 14		10/14/2019		10/14/2019
November 4	11/04/2019		11/04/2019	11/04/2019

\*All requirements must be met prior to ORIENTATION

### What you need to bring with you – two forms of ID

#### Computer and Clerical / Microsoft Office Bundle 365

Requirements for programs Reading and Math Assessment\*

MONDAY –THURSDAY MORNINGS—9 AM-12:30 PM OR AFTERNOONS -1 PM-4:30 PM

In 6 short weeks YOU'LL have some job and computer skills that fit today's workforce

Coursework includes: MS Office 2016 Word, Excel and PowerPoint, Outlook (Bundle only) and more

### QUICKBOOKS

FRIDAY MORNINGS ONLY 9 AM -12 PM (\* Quick Books accounting vocab and basic computer knowledge)

If you enjoy working with numbers, the desire to learn accounting principles. then, QUICKBOOKS is the program for you!

WHAT YOU WILL LEARN Starting a New Company, Invoicing, Sales Receipts, Purchase Orders, Inventory, Payroll, Track income and expenses

### MEDICAL BILLING AND CODING 9 AM – Noon/ PM 1-4 Monday-Thursday

Requirements – HS Diploma, no criminal record, pass Reading and Math Assessment, Interview with instructor

Earn 7.2 CEUs (continuing education credits) for you resume.

Five Modules, Medical Terminology, Introduction to Medical Billing, CPT coding for beginners, ICD-10 coding, and HIPPA Compliance

# Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

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

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

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

# 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](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto: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](http://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](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto: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](http://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.



## Free Self-Paced Computer Classes

At the  
American  
Job Center

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

### Lab Training Hours:

Mon., Tues., & Thurs.

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

and

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

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

Fri. Closed

Funding provided by:



# WOR-WIC COMMUNITY COLLEGE



**OBTAIN  
A  
REFERRAL  
and  
REGISTER  
TODAY!**

### Keyboard Skills

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

### Introduction to Computers and Technology I

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

### Introduction to Computers and Technology II

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

### Applied Computers & Technology

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

### Keyboard Skills: Document Formatting

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

## AREA ADULT EDUCATION PROVIDERS

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

### DORCHESTER COUNTY

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

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

### SOMERSET COUNTY

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

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

### WICOMICO COUNTY

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

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

### WORCESTER COUNTY

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

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

Need information for another county?

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

**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.**





*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)

For more information:

Phone: **443-260-1703**

E-mail: [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu)



**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.**



## 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](mailto: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)

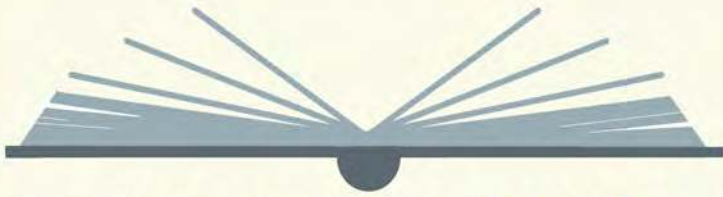
- September 9 and 11
- September 16 and 18
- September 23 and 25

Adult Education Office:  
410-632-5071  
410-251-3326 (en español llame)  
[adulthoodeducation@worcesterk12.org](mailto: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](http://www.wicomicolibraries.org)



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



## 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](http://mdcourts.gov/selfhelp)

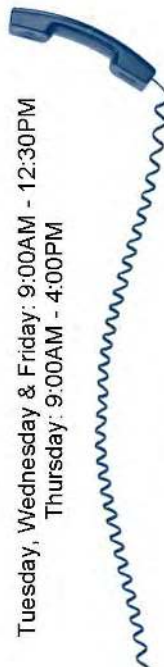
Monday-Friday, 8:30 AM to 8:00 PM

**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](http://disabilityrightsmd.org)

### Legal Aid Bureau Inc.

800.444.4099  
[mdlab.org](http://mdlab.org)

### Maryland Volunteer Lawyers Service, Inc.

800.510.0050  
[mvslaw.org](http://mvslaw.org)

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

800.396.1274  
[probonomd.org](http://probonomd.org)