

the Job Journal

**TIP
OF THE
WEEK**

5 Simple Job Search Tips You're Probably Forgetting

There's a lot to keep straight when you're looking for a job. Things you need to put on your resume *or else*. How to build your brand so that you don't seem hopelessly out of date. The nuances of interview questions you're likely to face when you get through the door. And because you're human, you might be forgetting some painfully obvious things that need to be checked off as well. Let's look at some of the most commonly forgotten job search to-dos.

1. Go offline sometimes.

Yes, most companies have some form of online application submission these days. Yes, you want to maximize your resume and cover letter for the keyword bots. But don't make those your entire focus. We can get so mired in the online application machine that we forget to look up and see what else might be available. Don't forget to work your network to see if they know of any openings, or reach out to recruiters to see what they may have as well.

2. It's okay to let your personality shine.

As a rule, it's good to be a little wary of your full everyday self—warts and all—becoming part of the job search process. You want to be evaluated on your professional merits, not your Facebook timeline. But don't be afraid to make (appropriate) jokes in an interview, or show some personality in a cover letter. Your interviewers and readers are people too, and they would appreciate getting to see who you are, in addition to the points on your resume.

3. Tailor your resume for the specific job.

Going back to the online application engines, it can be easy to forget that you're not just uploading a PDF to a portal. You're not just a jumble of keywords; you're trying to show that you're a great and obvious fit for the job opening. That means taking the specific job description and making sure your application materials line up with it. If the hiring manager has to work to make a connection between you and the job, that usually means a fast track to the "no thanks" pile.

4. Treat your LinkedIn profile as a living resume.

Let's face it: anyone who's thinking of bringing you in for an interview is also likely to do a little internet sleuthing. And one of the first internet stops is likely to be your LinkedIn profile. That means you need to invest in your profile's upkeep. Make sure it at least matches your current resume, but don't hesitate to add things as they come up so that anyone who's looking for you can see that you're not only evolving all the time, you're also *on it* with your online presence.

5. Manners always matter.

Sure, sending a handwritten thank you note on fancy paper has fallen out of favor in our fast-paced, everything-digital-always society. That doesn't mean you're off the hook for basic courtesy like thank you notes.

Again, there's a lot going on in your job search, but if you pay attention to some of the smaller details along the way, you're increasing your chances of success.

Lopez, Kate. "5 simple job search tips you're probably forgetting." *The Job Network*, PandoLogic, <https://www.thejobnetwork.com/5-simple-job-search-tips-youre-probably-forgetting/>.

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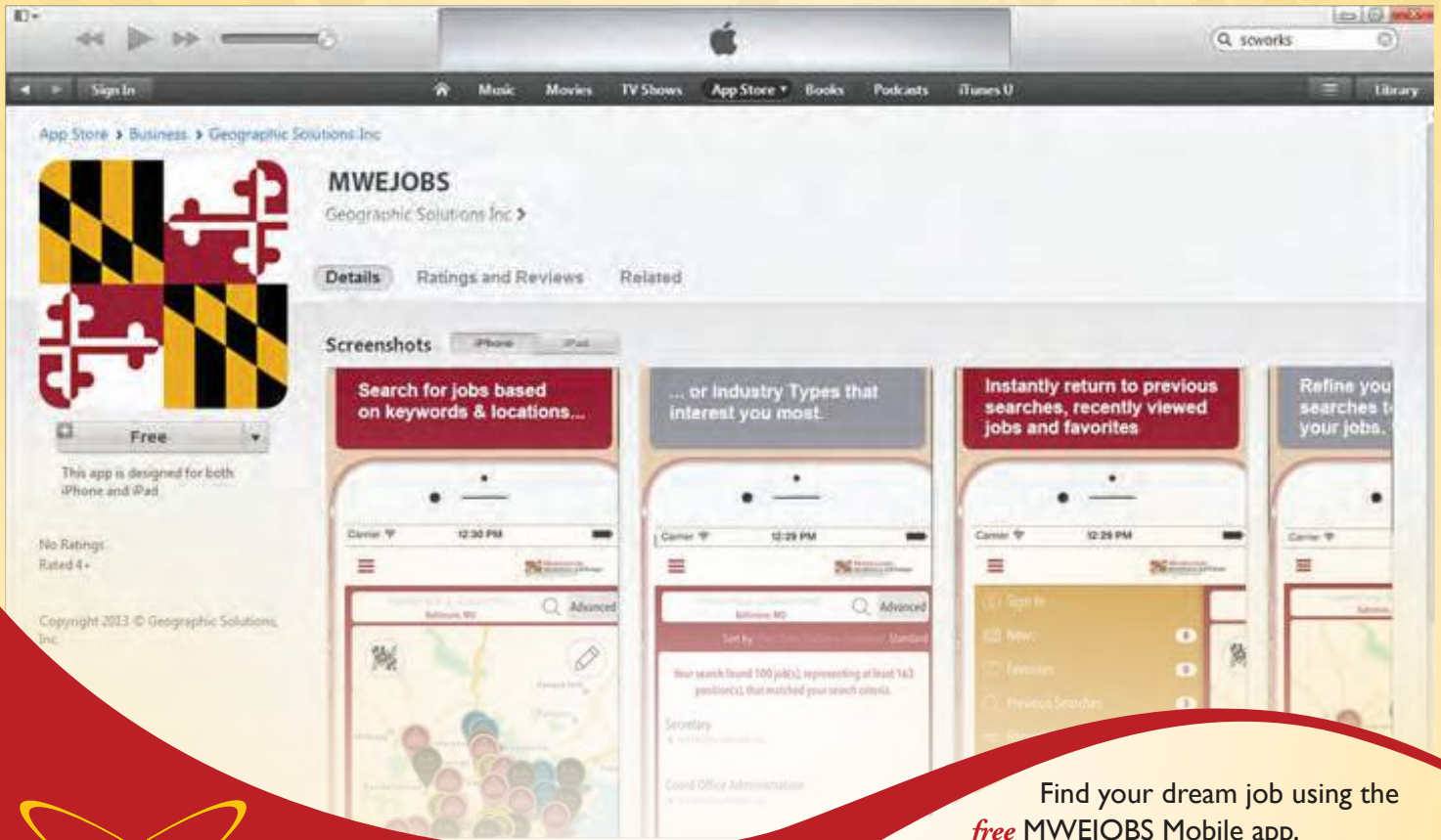
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LET US KNOW ABOUT YOUR UPCOMING EMPLOYMENT OR TRAINING OPPORTUNITY in the Tri-County area. Please contact us to include your event in our next issue.

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

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JOB FAIR



**Entry Level
Position**

**Wednesday
August 14, 2019
10AM – 2PM**

AmericanJobCenter®

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

Job Order # 1012502 - Machine Operator

Pay for Knowledge – Robust Training Program
Minimum of 40 hours of Personal Development
Training Per Year
Monthly Incentive
Quarterly Gain Sharing (Profit Sharing)
Suggestion Program – Receive a payout for a
suggestion that is applied
401(k) Match
Tuition Assistance
Medical, Prescription, Dental & Vision



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to Apply in Advance
Visit mwejobs.maryland.gov



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A proud partner of the American Job Center network

Rev: 4/2017

Grow with Plymouth Tube Company Outstanding Wages & Benefits Take Charge of Your Future!!

- ✓ Pay for Knowledge – Robust Training Program
- ✓ Personal Development Training
- ✓ Monthly Incentive
- ✓ Incentivized Suggestion Program
- ✓ 401(k) Match
- ✓ Tuition Assistance
- ✓ Medical, Prescription, Dental & Vision

Free Wellness Programs

Telemedicine Program
Teladoc
Weight Loss
Stop Smoking
Annual Health Checks
Preventative Care (mammogram, colonoscopy, etc)

Employee Assistance Program provides assistance with

Relationship Issues
Drug & Alcohol Abuse
Stress Management
Family/parenting
Work Relationships
Legal Assistance

Wellness Information....and much more



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	Apply online at www.ae.com
Aramark	Food Service Manager Food Production Supervisor	Apply online at https://careers.aramark.com/
Atlantic General Hospital	CDI Assistant Charge Pass Examiner Diet Aide Housekeeping Aide Insurance Verifier Medical Office Assistant Medical Receptionist Nurse Tech Registration Specialist RN Scheduler Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Caregiver Dishwasher Memory Care Caregiver Cook Memory Care Activity Specialist Registered Medication Aide/Med Tech Server/Waitstaff Engage Life Program Instructor	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre, White Marlin) Assistant Manager (Centre) Key Holder (Centre) Sales Support (White Marlin)	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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Bay Shore Services	Administrative Assistant CNA Direct Support Professional Residential Supervisor	Download and print application at http://www.bayshoreservices.org/our-mission/job-opportunities/ . Return completed application to: Bay Shore Services, Inc. 1235 Pemberton Drive Salisbury, Maryland 21801 or email to: info@bayshoreservices.org
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at https://bbby.wd5.myworkdayjobs.com/bed_bath_beyond_jobs
BesTemps	 Banquet Server (Ocean City) Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Maintenance Associate (Salisbury, Princess Anne) Maintenance Technician Pool Technician Assistant (Berlin) Production Machine Operator 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 Key Supervisor	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 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/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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/
	<i>Ongoing recruitment-Berlin</i> Kitchen Team Member Drive-Thru Team Member Dining Room 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	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.
	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	
	Motor Equipment Operator II	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Animal Control Officer Maryland Certified Police Officer	
Comfort Keepers	CNA Caregivers (Wicomico, Worcester & Somerset County)	Apply online at https://salisburymd.comfortkeepers.com/home/careers
	PRN Nurse (Salisbury, Ocean Pines, Berlin)	
	Long-Term Live-In Caregiver (Salisbury, Ocean Pines, Berlin)	
Crothall Healthcare - PRMC	Laundry Service	Apply online at https://www.crothall.com/careers/all
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	Skilled Apprentice Marine Sales Representative Welder Engineering Coordinator	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Sales Associate - Lodge Operations Associate Cashier Sales Associate-Footwear Bicycle Technician	Apply online at https://www.dickssportinggoods.jobs/
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 https://www.dollartree.com/careers-stores
Dove Pointe	Aide Children's Program Mentor House Counselor Children's' Program Aide Instructor 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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Administrative Assistant	Apply online at https://www.expresspros.com/
	Accounting Clerk	
	Warehouse Associate	
	General Laborer (Fruitland)	
	Production Packer	
	Accounting Associate	
	General Laborer	
	Customer Service Representative	
FedEx	Retail Customer Service Associate	Apply online at https://careers.fedex.com/fedex/?
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	Apply online at https://ws4.delhaize.com/HRWEB/ATS/ATS/JobBoard/searchjobs.aspx
	<i>Snow Hill Road (Salisbury)</i> Perishable Associate Quality Assurance Associate Sales Associate (Cashier) Produce Associate	
	<i>Tilghman Road (Salisbury)</i> Deli Bakery Associate Sales Associate (Cashier) Produce Associate Quality Assurance Associate Perishable Associate Produce Manager Cake Decorator Center Store (Grocery) Associate	
	<i>Fruitland</i> Quality Assurance Associate Perishable Associate 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)	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Berlin</i> Deli Bakery Associate Center Store (Grocery) Lead Deli Bakery Manager Cake Decorator Sales Associate (Cashier) Produce Associate Perishable Associate	
	<i>Ocean City</i> Produce Associate Frozen Food/Dairy Associate Sales Associate (Cashier) Deli Bakery Associate Center Store (Grocery) Associate Perishable Associate	
	<i>Ocean Pines</i> Center Store (Grocery) Associate Frozen Food/Dairy Associate Deli Bakery Associate Sales Associate (Cashier)	
	<i>West Ocean City</i> Frozen Food/Dairy Associate Center Store (Grocery) Associate Sales Associate (Cashier) Perishable Associate Grocery Sales Manager	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
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	Scheduling Manager Coordinator-Employee Payroll & Benefits Housekeeping Aide Recreation Assistant Dietary Aide Aide-Geriatric Nurse Non-Certified Nursing Assistant Driver Maintenance Assistant Cook Assistant Business Office Manager Receptionist	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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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/
HomeGoods - Ocean City	Merchandise Associate	Apply online at https://www.tjx.com/careers/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at http://www.hudson-health.org/index.cfm?ref=99000
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 Process Operator-3rd Shift	Apply online at https://jubilantcareer.jubl.com/
Justice - Centre at Salisbury	Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
K&L Microwave	CNC Machine Operator Electronic Assembler Electronic Technician Production Equipment Operator	Apply online at http://www.klmicrowave.com/employment.php
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
Kohl's	Stockroom Operations Associate Retail Sales Associate Area/Department Supervisor	Apply online at https://careers.kohls.com/
LensCrafters	Sales Associate	Apply online at https://jobs.luxottica.com/go/Lenscrafters-Jobs/1022801/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at https://blog.lids.com/jobs/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Front End Department Supervisor Receiver/Stocker Customer Service Associate	Apply online at https://jobs.lowes.com/
	<i>Pocomoke</i> Cashier Fulfillment Coordinator	
Macy's - Centre at Salisbury	Retail Cosmetics Sales - Beauty Advisor Retail Cosmetics Sales Associate At Your Service Center Associate	Apply online at https://www.macysjobs.com
Marshalls - Salisbury, Ocean City	Merchandise Associate (Ocean City)	Apply online at https://www.tjx.com/careers/
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/
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

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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	Aide-Imaging Tech Code Abstractor I Environmental Services Aide Food Service-Catering Associate Food Service-Cook Food Service-Utility Aide Mechanic-Facilities Medical Assistant Nursing Assistant (CNA) Patient Care Assistant Patient Portal Liaison Patient Service Representative Radiologic Technologist Registrar-Emergency Admittance Representative-Billing/Collection Representative-Patient Account Scheduler-Surgical Security Police Staffing Coordinator Technician-Pharmacy Certified Technician-Service Desk I Transporter Unit Secretary	Apply online at https://www.peninsula.org/employment-opportunities
Pep Boys	Commercial Driver	Apply online at https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&_icx=v021nc41E1jd3q_9ToFQ4b31uqrxtgGFKrizzx6hg685vEI7yerQ%2FSc9DzyViJzuSZV&c=1153251&_dissimuloSSO=IPtEagtcsgA:qGscblalhsLnMKWA6uMuStCWY_E
Pepsi Bottling Ventures	Beverage Equipment Shop Support Fountain Installer Delivery Driver Pepsi (Trainee DOT) Swing Merchandiser Forklift Operator/Loader Warehouse Supervisor II	Apply online at https://careers.peopleclick.com/careerscp/client_pepsibv/highvolume/search.do
Perdue Farms - Salisbury	Maintenance Mechanic C Live Haul Driver Jockey Dr-No CDL Customer Support Specialist 2 General Labor-Live Hang Maintenance Mechanic Lead Maintenance Mechanic	Apply online at https://www.perduecareers.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	General Labor	
	Grain Operator (Berlin)	
	Weighing & Grading Operator	
	Check Disbursement Mail Room Coordinator	
	General Labor Lead	
	Fleet Tech	
	Grain Operator	
	Senior Grain Operator	
	Edible Oil Refinery Operator	
Pier 1	Sales Associate	Apply online at https://www.pier1.com/careers-stores
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Assistant Store Manager	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Pugh's Patient Care Services - all the Lower Counties	<i>Ongoing recruitment</i> CNA CMT	Apply in person at Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 410-621-5705
Quality Staffing	Alarm Technician	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
	Alignment Technician	
	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	
	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	
	Technical Customer Service Representative	
	Utility Maintenance Mechanic	
	Warehouse Supervisor	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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) Pharmacy Technician (Salisbury, Pocomoke) 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.peoplesmatter.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	Catering Assistant, Part-time <i>Application reviewed upon receipt</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx?id=employment-opportunities
	Food Service Assistant, Part-time <i>Application reviewed upon receipt</i>	
	Digital Marketing Assistant, Part-time <i>Open until filled</i>	
	Gull Card Assistant, Part-time <i>Open until filled</i>	
	Police Communications Operator, Part-time <i>Open until filled</i>	
	Housekeeper <i>Applications accepted through December 20, 2019</i>	
	Bakeshop Lead Filing deadline: July 30, 2019	
	Retail Food Service Supervisor (Chick-fil-A) Filing deadline: August 4, 2019	
Sam's Club	Prepared Food II Member Team Lead Merchandising Lead Backroom Associate 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 https://careers.walmart.com/?xid=ftr:careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Sherwin Williams - Salisbury, West Ocean City, Crisfield	Salisbury, West Ocean City: Sales Associate Crisfield: Packer Maintenance Mechanic	Apply online at https://careers.sherwin-williams.com/home
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply online at http://www.shoreup.org/eastern-shore-md-services-careers
Smiths Interconnect	Alignment Technician Assembler Shipping & Receiving Clerk	Apply online at https://www.smithsinterconnect.com/careers-en/current-opportunities/
Somerset County	Transfer Station Attendant II <i>Ongoing recruitment</i> Correctional Officer I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
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	Housekeeping Supervisor III (Deer's Head) Filing deadline: July 29, 2019	Apply online at https://jobapscloud.com/MD/
	Office Secretary III (Deer's Head) Filing deadline: July 31, 2019	
	Interviewer/Translator (Wicomico Co. Health Dept.) Filing deadline: July 31, 2019	
	Office Services Clerk (Worcester Co. Health Dept.) Filing deadline: August 5, 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.	Frontier Town Campground: Cafe Barista Restaurant Cook Stagecoach Driver Dishwasher Busser Restaurant Server Bartender Gate Attendant Resort Housekeeper Lifeguard Resort Maintenance Technician Snack Bar Attendant RV Ranger Guest Services Coordinator Resort Pool Attendant Resort Groundskeeper	Apply online at https://careers.suncommunities.com/viewalljobs/
	Castaways RV Resort: Guest Services Coordinator Resort Housekeeper Gate Attendant Store Clerk Bartender Resort Groundskeeper Snack Bar Attendant Shuttle Operator	
Sunglass Hut - Centre at Salisbury	Sales Associate	Apply online at https://careers.sunglasshut.com/na
Sysco-Pocomoke	Diesel Fleet Mechanic Technician II CDL A Delivery Truck Driver Warehouse Order Selector Diesel Fleet Mechanic Technician III - Master Kitchen Assistant	Apply online at https://careers.sysco.com/?
Taco Bell - Ocean City	Ongoing recruitment Shift Lead Team Member Assistant Manager Restaurant General Manager	Apply online at http://jobs.tacobell.com/
Target	Ongoing recruitment 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/
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 Customer Experience Coordinator	Apply online at http://www.tjxjobs.com/search.asp

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 Meter Technician Wastewater Plant Operator Trainee	Apply online at https://berlinmd.gov/employment-opportunities/
Town of Ocean City	Boardwalk Comfort Station Attendant <i>Open until filled</i>	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	After School Activities Coordinator <i>Open until filled</i>	
	Building Custodian Filing deadline: August 1, 2019	
	Office Associate III <i>Open until filled</i>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	Maintenance Worker <i>Open until filled</i>	
	Solid Waste Worker <i>Open until filled</i>	
	Golf Course Maintenance (Eagle's Landing) <i>Open until filled</i>	
	Heavy Equipment Operator Filing deadline: August 1, 2019	
	2019 SEASONAL EMPLOYMENT Bus Driver Bus Maintenance Tech I Dispatcher Tram Conductor Tram Driver Ticket Seller Account Clerk	
Tri-County Council for the Lower Eastern Shore of Maryland	Customer Service Representative Bus Operators-Fixed Route	Apply online at http://lowershore.org/Departments/HumanResources.aspx
Tuesday Morning	Store Associate Assistant Manager	Apply online at https://www.tuesdaymorning.com/
UMES	Library Services Technician	Apply online at https://umes.peopleadmin.com/postings/2095
UPS	Package Handler	Apply online at https://www.jobs-ups.com/
Victoria's Secret - Centre at Salisbury	Lingerie Manager Brand Operations Supervisor Sales & Support Generalist Events Team	Apply online at https://www.victoriasssecret.com/careers

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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
	Chef/Kitchen Manager <i>Open until filled</i>	
	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>	
	Revenue Specialist Filing deadline: August 1, 2019	
	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>	
Wicomico Public Libraries	STEAM Instructor (Part-time)	Apply online at http://www.wicomicolibraries.org/employment
	Branch Assistant (Centre, Pittsville)	
Wicomico Public Schools	Accounting Associate IV Filing deadline: July 31, 2019	Apply online at https://www.applitrack.com/wcboe/onlineapp
Worcester County	Office Assistant III	Download and print application from http://www.co.worcester.md.us/departments/hr/jobs
	Communication Clerk I	
	Communication Clerk-Temporary, Part-time	
	Communication Clerk Trainee	Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863
	License Permit Clerk I	
	Correctional Officer Trainee	
	Building Maintenance Mechanic III	
	Custodial Worker I	Or fax application to: (410) 632-5614
	Landfill Operator II	
	Maintenance Worker I	
	Maintenance Worker III	
	Roads Worker II and III	
	Transfer Station Attendant	
	Vehicle and Equipment Mechanic I	
	Water System Supervisor	
	Parks Worker II	
	Welcome Center Greeter	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
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 .
Wor-Wic Community College	Administrative Associate III Filing deadline: August 11, 2019	Apply online at https://www.worwic.edu/About-Wor-Wic/Work-at-Wor-Wic
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	Apply online at http://www.ymcachesapeake.org/employment
	<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	
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



FOOD AND SERVICE PROGRAM MANAGER

Manage a high-integrity Food and Service Training (FAST) Program that incorporates an innovative social enterprise arm where motivated trainees receive hands-on food service training in a fully operating kitchen to address the needs of the local food and service industry; create a friendly, enthusiastic and supportive environment for all customers, staff, volunteers and trainees; and partner with food service employers and industry representatives in this fulfilling position.

Education and Experience Requirements

- An Associate's Degree is required.
- An equivalent combination of education and experience may be substituted for an Associate's Degree.
- Current ServSafe Food Protection Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP) Required or ability to obtain within 30 days of hire.
- Current ServSafe Dual Certified Instructor/Registered Proctor, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP) Required or ability to obtain within 90 days of hire. (<https://www.servsafe.com/instructors-proctors/learn>)
- Minimum of four years of related work experience.

For more details and to submit your application, visit [Telamon.org](https://www.telamon.org) and click *Careers* in the *Who We Are* menu.

Telamon is an equal opportunity employer. Auxiliary aids available upon request.

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



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

Goodwill Industries of the Chesapeake, Inc. has the tools for you to start your **CAREER JOURNEY TODAY!**

Providing a Second Chance to Returning Citizens

- Paid On-the-Job Training
- Transportation
- Housing
- Legal
- Employment Placement Assistance

How it Works

To participate, you must be:

- Age 25 or older

AND

- Released from prison/jail within the last 180 days

OR

- Currently under parole or probation

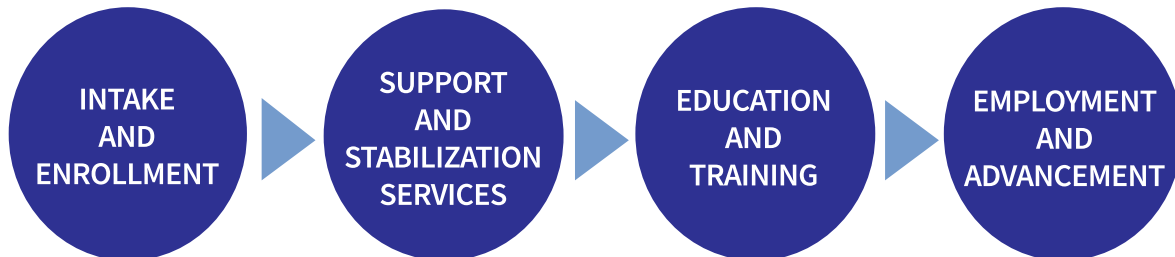
"I have never in my life worked with such good people (at Goodwill). In spite of my background, they have welcomed me with open arms and no restrictions."

-Jimmy C.



Free Skilled Training and Tuition Assistance

- Building Trades
- IT
- Retail
- Manufacturing
- Culinary
- Healthcare
- AND MORE!!!



The Goodwill® Reentry Opportunities to Work (GROW) program is made possible with a grant award of \$4.5 million, covering 92 percent of costs, from the U.S. Department of Labor Employment and Training Administration. Eight percent of GROW program activities and services will be supported with \$373,275 in leveraged resources.



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

FREE 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 EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

A new cohort is scheduled to begin Sept. 2019.

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

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

To be eligible for consideration, candidates must:

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

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

WOR-WIC
COMMUNITY COLLEGE

EARN
MARYLAND

LOWER SHORE
WORKFORCE ALLIANCE

QSS
Quality Staffing Services

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 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 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.

WOR-WIC
COMMUNITY COLLEGE

ARCON
WELDING SERVICES
TRAINING CENTER

QSS
Quality Staffing Services

LOWER SHORE
WORKFORCE ALLIANCE

WOR-WIC
COMMUNITY COLLEGE



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 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.

WOR-WIC
COMMUNITY COLLEGE

ARCON
WELDING SERVICES
TRAINING CENTER

CRYSTAL STEEL
FABRICATORS INC.

QSS
Quality
Staffing
Services

LOWER SHORE
WORKFORCE ALLIANCE

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

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.

WOR-WIC
COMMUNITY COLLEGE



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

WOR-WIC
COMMUNITY COLLEGE

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

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



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Classes will:

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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:

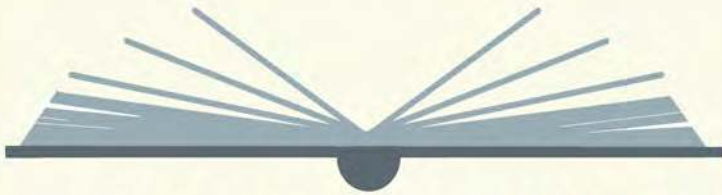
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PROJECT READ

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.

Telamon Corporation
Empowering Individuals. Improving Communities

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

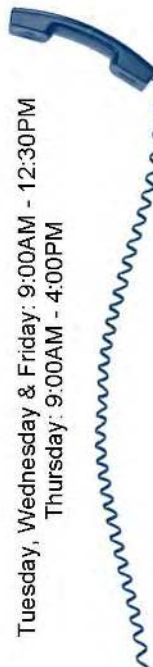
Monday-Friday, 8:30 AM to 8:00 PM

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