

# the Job Journal



**TIP  
OF THE  
WEEK**

## Best Practices for Professional Email Etiquette in Every Situation

### **Email is a powerful tool — use it wisely.**

If you already get more business emails than you care to open, read, and respond to, you're definitely not alone. According to Statista, roughly 281 billion emails were sent and received each day in 2018 — and the figure is expected to increase to over 347 billion daily emails by 2023.

Emails are a part of business, for both employed professionals and job seekers alike. Since most people are being inundated with emails every day, you want to do everything you can to ensure that the emails you send get read. From a respectful email greeting to a professional email format, writing well can make a big difference. So read on for professional email etiquette tips that will increase the odds of your emails being read rather than trashed.

### **Specify your subject line**

Title your email in such a way that the recipient immediately knows what the message is actually about. For instance, if you're emailing to inform a colleague about a specific meeting, you can title your email something like, "Info about budget meeting." If you're sending an email to inform a co-worker about an impromptu meeting, you might title the email something like "Meeting in the conference room at 2 p.m. today." All in all, you want your title to get to the point right away.

### **Use a professional email address**

Proper email etiquette calls for sending emails from your business email address, rather than a personal email address. Using a personal email address for business purposes can be seen as unprofessional by some, especially if you're discussing confidential matters. Also, by keeping your business and personal email separate, you are ensuring that nothing urgent gets lost amid spam emails, marketing messages, and other personal communications.

### **Use professional email greetings**

While it may be tempting to use informal salutations when emailing associates and friends at work, you should use the same professional greetings you typically would if writing

business correspondence with pen and paper. So think "Hello" rather than "Hey." Other examples of greetings you can use include:

Good afternoon,  
Good morning,  
How are you?  
Hi there,

Hope this email finds you well,  
Hi [Name],  
Greetings,  
Dear [Name],

### **(Mostly) avoid "reply all"**

It's usually a good idea to forego the temptation to hit the "reply all" option when sending professional emails.

Proper email etiquette aside, it can be quite annoying for people to be included in a group email if the content of the message has nothing to do with them. So be considerate and only hit "reply all" if the message would be of interest to all of the recipients.

Another way to avoid spamming people with unwanted emails? Utilize the polite alternative of moving to BCC. This means that if someone were to "reply all" to a message with both CC'ed and BCC'ed parties, only the CC'ed parties would receive the reply. By moving someone to BCC, you are keeping the conversation going without that person — sparing them emails they don't need to read. Just make sure you inform them that you will be BCC'ing them beforehand; you don't want to kick someone off the email thread without being transparent.

### **Proofread**

Sometimes people pay less attention to spelling and grammar when composing emails than when writing

*-CONTINUED ON PAGE 2-*

## IN THIS ISSUE

3 MWE JOBS Mobile App

JOB FAIRS

4 Pugh's Patient Care Services Hiring Event

5 MD DOL Statewide Hiring Events

6 Town of Ocean City Job Fair

7 EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

25 Public Assistance to Entrepreneurship Program

26 Workforce Innovation and Opportunity Act Training Services; Metal Fabrication Training

27 Welding Training; Construction Academy

28 Goodwill Pharmacy Technician Training; RISE Workforce Development Program

EDUCATION SERVICES & OPPORTUNITIES

29 Adult Education Providers; Worcester County Adult Education Program

30 Wor-Wic Community College ESL & GED Programs; Project READ

31 Legal Resources

actual letters, which is the way business correspondence was traditionally done. But the truth is that proper spelling and grammar still counts, even in the virtual world. After writing your email, read it out loud to ensure that there are no errors, as they could overshadow your message. The reason for reading it out loud is that sometimes your ears will catch something that your eyes skim over.

### **Keep it short and sweet**

When it comes to your business emails, the shorter the better. Keeping your emails concise and to the point means not only less time spent crafting your email, but also a timely response from the person you emailed. Trust us — no one wants to read a novel in their inbox.

### **Acknowledge emails**

With business email etiquette, it's always a good idea to send a response, regardless of if the person emailing you requests one. You should not only acknowledge all emails, but also do so in a timely fashion.

This sort of courtesy is not always extended, and you'll be surprised at how much your professionalism can set you apart.

### **Avoid all caps**

Using all capital letters in written communication is like shouting in a face-to-face conversation — and no one likes to be yelled at. So it's usually not appropriate or proper email etiquette to employ all caps in order to convey your message.

If you know what you want to say, let your words show how you feel and leave the caps lock button alone. One obvious exception would be if you're using acronyms or initialisms. Examples of common business acronyms and initialisms in professional emails:

ASAP (as soon as possible)	COD (cash on delivery)
FYI (for your information)	TBD (to be determined)
BTW (by the way)	N/A (not available)
EOD (end of day)	EOM (end of message)
COB (close of business)	WFH (work from home)
ATTN (attention)	OOO (out of office)
KPI (key performance indicator)	YTD (year to date)

### **Attach carefully**

In the event that you need to send large attachments, you should first ask the intended recipient whether or not doing so is OK. Assuming you get the go-ahead, you should use a program to compress or zip the attachment so that it takes up less space in the recipient's email inbox. It's also a good idea to let the recipient know when you plan to send the attachment.

Another great alternative to email attachments is sending links to files that are hosted using cloud storage such as Google Drive or Dropbox. Not only will this take up a lot less space, but it will also allow you to host multiple files

and stay organized. Instead of leafing through emails and finding the right attachments, you and your co-workers can have everything in one place. Plus, most cloud storage providers are free up to a certain GB, so you won't break the bank.

### **Double-check the email address**

When it comes to business matters, the last thing you want is to send an email to the wrong person. That's why you should double-check the recipient's info before hitting the "send" button. If you make a habit of verifying the receiver's info, you'll avoid making these mistakes.

Some email providers, such as Gmail, also offer a feature called "Undo Send." Upon hitting send the first time, an option will appear at the bottom of your browser window asking you if you want to undo this action before it permanently sends. If you accidentally added the wrong person, this is a life-changer. Instead of pinging them with an email not meant for their eyes, you get another chance to send it to the right person without causing any harm.

### **Sign off in style**

It's a good idea to have an email signature as a component of your corporate identity. It will make your emails come off looking more legitimate and professional. In fact, you can look at your email signature as the digital equivalent of your business card. That said, you want your email signature to be as properly formatted as your printed business card. So drop the multiple font types and go for standardization to present a nice, professional image. Even with an email signature, you should still close your message with a professional sign off.

Examples of professional email sign offs include:

Best,	Thank you,
Best regards,	Thanks again,
Looking forward to hearing from you,	With appreciation,
Regards,	Sincerely yours,
Sincerely,	With gratitude,
Yours sincerely,	

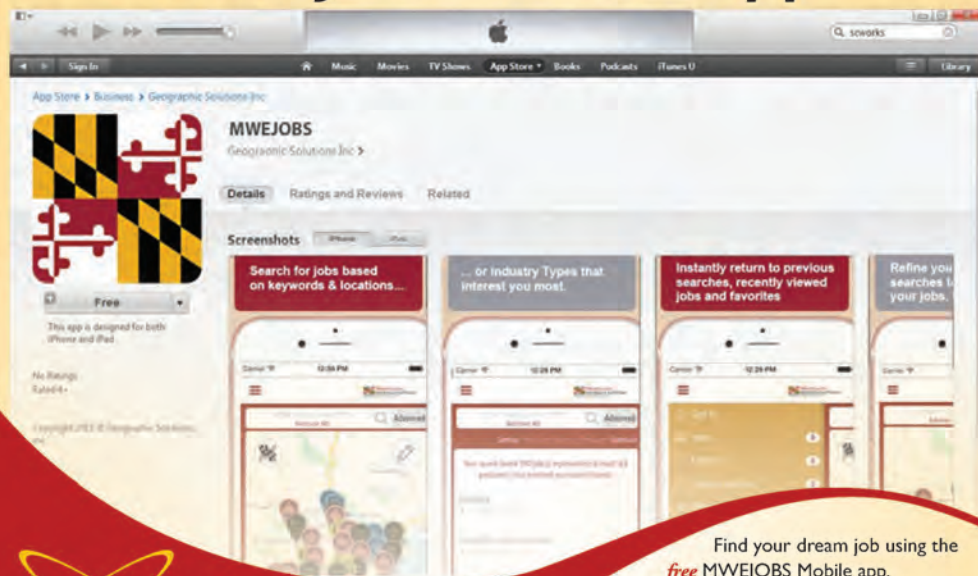
### **Conclusion**

As you can see, there's quite a bit to think about when it comes to email etiquette at work. Email in the workplace is a fact of life, and there is research that suggests that this will be the case in the years ahead as businesses continue to rely on emails to communicate both internally and externally. What this means is that you need to learn how to use email effectively, particularly if you want your messages to be read rather than deleted.

Maintaining a professional image includes communicating properly, and that, of course, includes emails. Email is a powerful, professional tool, both in the workplace and for networking, and these email etiquette tips will give you a good start.



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

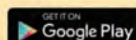


Find your dream job using the **free** MWEJOBS Mobile app.  
Instantly view any job posted to the web directly on your mobile phone or tablet.  
Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

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



**Step 1**  
Enroll at  
<https://mwejobs.maryland.gov>

**Step 2**  
Create a résumé in the system.

**Step 3**  
Schedule your one-on-one appointment (see below for contact information).

**Step 4**  
Bring copies of your résumé, cover letter or other job search materials to your appointment.

## Contact Us

410-341-8533 Ext 0

**Job Specialists:**  
YoVanda Brown  
Bill Draucker  
Takishia Kiah  
Nancy Wenger  
Susan Willey  
Jorge DeJesus Jr.

**Veterans Representative:**  
J. Zack Walker  
John Codd Jr.

**Reentry Navigator:**  
Jarrah Hall

Email:  
[salisbury@dlr.state.md.us](mailto:salisbury@dlr.state.md.us)

31901 Tri-County Way  
Salisbury, MD 21804



[www.labor.maryland.gov](http://www.labor.maryland.gov)

# Energize Your Job Search

## Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

## Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

## Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

## Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

## Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

## Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

## Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

## Ask us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are 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. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.

# **PUGH'S PATIENT CARE SERVICES HIRING EVENT**

**CNA'S, CMT'S, HHA AND RN'S**

**MARCH 30<sup>TH</sup>, 2021**

**9:00AM – 4:30 PM**

**11793 Somerset Ave**

**Princess Anne, Md. 21853**

**Please call 410-621-5701 to set up an appointment time,**

**Or go to [WWW.pughspatientcare.com](http://WWW.pughspatientcare.com)**

**To fill out an on-line application**

**If coming into the office, please wear your face mask and dress accordingly. We will be conducting on site interviews.**

**Please bring: Drivers License or State issues Id card, Social Security Card, and if you have them CPR/First aide, PPD/Chest x-ray and Physical.**





## Statewide Hiring Event for Hospitality Positions

Join us for a statewide recruitment for  
positions in Hospitality!

**Thursday, April 8, 2021  
10 am - 11:30 am**

**Connect with Hospitality opportunities!**

Meet with recruiters/managers from the comfort of  
your home at a convenient time. No fee to participate!

**Multiple locations throughout Maryland!**

**REGISTER HERE:**

<https://mwejobs.maryland.gov/>

Log into the Maryland Workforce Exchange (MWE) website above and  
register to attend:

- Navigate to Menu (top left side of the screen) then "Appointment Center" then "Events Calendar"
- Enter event ID: **87430**, click filter, select April on the calendar, then register.

**The webinar link and dial-in information will be sent to  
all registrants 24 hours prior to the event.**



For more information, or if  
you have difficulty  
accessing the MWE to  
register, please contact  
your Business Solution  
Consultant:

**Roseanne Fish**  
[Roseanne.Fish@Maryland.gov](mailto:Roseanne.Fish@Maryland.gov)



[f/MarylandLabor](https://www.facebook.com/MarylandLabor)

[@MD\\_Labor](https://twitter.com/MD_Labor)



## Eastern Shore Hiring Event for Transitioning Hospitality Professionals

Join Us For A Virtual Recruitment Event:

**Thursday, April 22, 2021  
1:00pm - 2:30pm**

Our goal is two-fold: (1) to help restaurant and hospitality  
workers who are seeking employment find temporary  
positions in other industries until the hospitality industry  
bounces back, and (2) to assist hospitality and restaurant  
workers looking to transition out of the industry into other  
career opportunities. However, all are welcome to attend!

Meet with recruiters/managers from the comfort of  
your home at a convenient time. No fee to participate!

Tune in to learn more  
from a variety of  
companies on the Eastern  
Shore about in-demand  
occupations.



For more information, or  
if you have difficulty  
accessing the MWE to  
register, please contact  
your Business Solutions  
Consultant:

**Alicia Dennis**  
[Alicia.dennis@maryland.gov](mailto:Alicia.dennis@maryland.gov)

**REGISTER HERE:**

<https://mwejobs.maryland.gov/>

Log into the Maryland Workforce Exchange (MWE) website above and  
register to attend:

- Navigate to Menu (top left side of the screen) then "Appointment Center" then "Events Calendar"
- Enter event ID: **87515**, click filter, select April on the calendar, then register.

**The webinar link and dial-in information will be sent to  
all registrants 24 hours prior to the event.**



[f/MarylandLabor](https://www.facebook.com/MarylandLabor)

[@MD\\_Labor](https://twitter.com/MD_Labor)



## Town of Ocean City, MD

Coast through summer, with a job at the beach!

# JOB FAIR

The following departments are hiring

Recreation & Parks

Human Resources

Maintenance

Transportation

Construction

Beach Patrol

Solid Waste

Police

Saturday, April 17, 2021

10am-2pm

Ocean City Convention Center

4001 Coastal Hwy

Ocean City, MD 21842

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Technician (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk In-Store Shopper (E-commerce) Pharmacy Clerk (Salisbury)	Apply online at <a href="https://www.albertsonsoncompanies.com/careers/en/our-companies/acme.html?our-companies=Acme">https://www.albertsonsoncompanies.com/careers/en/our-companies/acme.html?our-companies=Acme</a>
Aeropostale - Centre at Salisbury	Brand Ambassador	Apply online at <a href="https://www.aeropostale.com/aeropostale-careers/stores-corporate.html?content=footer">https://www.aeropostale.com/aeropostale-careers/stores-corporate.html?content=footer</a>
ALDI	Store Associate Stocker	Apply online at <a href="https://careers.aldi.us/">https://careers.aldi.us/</a>
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Overnight Merchandising Associate	Apply online at <a href="https://aeo.jobs/">https://aeo.jobs/</a>
Atlantic General Hospital	AGHS Rad Tech/MOA Cashier/Payment Poster Certified Coding Specialist Collections Specialist Emergency Department Tech Housekeeping Aide Insurance Verifier Lead Mammography Technologist Mammography Technologist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Patient Greeter Patient Safety Aide Patient Services Specialist Registration Specialist Secretary/Nurse Technician Surgical Tech	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atria	Registered Medication Aide/Med Tech Caregiver Cook Nurse Supervisor	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 Key Holder (Salisbury)	Apply online at <a href="https://www.bathandbodyworks.com/customer-care/careers.html">https://www.bathandbodyworks.com/customer-care/careers.html</a>
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at <a href="https://bayrunnershuttle.com/about/career-opportunities/">https://bayrunnershuttle.com/about/career-opportunities/</a>

BesTemps	Assembler (Salisbury) General Laborer (Berlin) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Berlin) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Shipping and Receiving Associate (Pocomoke) Warehouse Associate (Salisbury)	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	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at <a href="http://careers.bobevans.com/">http://careers.bobevans.com/</a>
Boscov's - Centre at Salisbury	Customer Service Desk Associate Department Stock & Sales Sales Associate Shoe Sales Associate Stock & Mark Associate	Apply online at <a href="https://www.boscovs.com/">https://www.boscovs.com/</a>
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Carrabba's Italian Grill - Ocean City	Kitchen Manager  <i>Ongoing recruitment</i> Restaurant Busser Dishwasher Server To-Go Specialist Host Prep Cook Bartender	Apply online at <a href="https://www.carrabbas.com/careers">https://www.carrabbas.com/careers</a>
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Recruiter Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder Painter	Apply online at <a href="http://www.chesapeakeshipbuilding.com/take-action/">http://www.chesapeakeshipbuilding.com/take-action/</a>
Chesapeake Utilities	Line Locator I Distribution Systems Technician I Seasonal Delivery Driver Field Collector I Natural Gas Apprentice Delivery Driver (Pocomoke)	Apply online at <a href="https://chpk.com/our-culture/careers/">https://chpk.com/our-culture/careers/</a>



Chick-Fil-A - Salisbury, West Ocean City	Ongoing recruitment-Salisbury Inventory Organizer Team Member	Apply online at <a href="http://salisburychickfila.com/">http://salisburychickfila.com/</a>
	Ongoing recruitment-West Ocean City Team Member-Drive Thru or Kitchen Outside Drive Thru Team Member	Apply online at <a href="https://chick-fil-a-west-ocean-city.apply-now.us/">https://chick-fil-a-west-ocean-city.apply-now.us/</a>
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at <a href="https://corporate.childrensplace.com/careers/">https://corporate.childrensplace.com/careers/</a>
Chili's Grill & Bar	Ongoing recruitment Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook 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	Ongoing recruitment Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
Chuck E. Cheese	Ongoing recruitment Kitchen Cashier Server Party Host Game Room Attendant	Apply online at <a href="http://www.chuckecheesecareers.com/jobs">http://www.chuckecheesecareers.com/jobs</a>
City of Fruitland	Waste Water Treatment Operator Utility Field Service Technician I	Apply online at <a href="https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php">https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php</a>
City of Pocomoke	Public Works General Laborer Police Communications Operator Code Enforcement Officer for Planning & Zoning Department Entry Level Police Officer	Apply online at <a href="https://www.cityofpocomoke.com/info/jobs">https://www.cityofpocomoke.com/info/jobs</a>
City of Salisbury	Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Carpenter I Zoo Greeter Zoo Educator Operations Support Staff Bus Driver (Part-time as needed) Automotive Mechanic II Administrative Assistant I Assistant City Clerk Zoo Education Technician Construction Inspector	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.
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	

Claire's - Centre at Salisbury	3rd Key Holder	Apply online at <a href="https://claires.referrals.selectminds.com/">https://claires.referrals.selectminds.com/</a>
Clarion Resort Fontainebleau Hotel - Ocean City	Server Host/Hostess Pool Attendant Security Bartender Grill Cook Room Attendant Laundry Lobby Attendant Maintenance Painter	Apply online at <a href="https://clarionoc.com/hotel-information/employment/">https://clarionoc.com/hotel-information/employment/</a>
Coastal Hospice & Palliative Care	Certified Nursing Assistant (CNA) Certified Medication Technician Administrative Secretary	Apply online at <a href="https://coastalhospice.org/careers/">https://coastalhospice.org/careers/</a>
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at <a href="https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs">https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs</a>
Crothall Healthcare	Housekeeper	Apply online at <a href="https://www.crothall.com/careers/all">https://www.crothall.com/careers/all</a>
Dakota Watch Company - Centre at Salisbury	Part-time Associate	Apply online at <a href="https://apply.jobappnetwork.com/dakotawatch">https://apply.jobappnetwork.com/dakotawatch</a>
Delaware Elevator	Apprentice Elevator Mechanic/Technician Driller General Laborer 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	Retail Cashier	Apply online at <a href="https://www.dickssportinggoods.jobs/">https://www.dickssportinggoods.jobs/</a>
Dollar Tree - Salisbury, Princess Anne, Berlin, Pocomoke	<i>Ongoing recruitment</i> Sales Floor Associate Customer Service Representative	Apply online at <a href="https://www.dollartree.com/careers-stores">https://www.dollartree.com/careers-stores</a>
Dove Pointe	Children's Summer Camp Aide Medical Transport Scheduling Assistant Maintenance Floor Tech Aide Instructor Driver House Counselor Residential Aide Mentor Maintenance Tech	Apply online at <a href="https://www.dovepointe.org/careers">https://www.dovepointe.org/careers</a>
DTLR - Centre at Salisbury	Sales Associate	Apply online at <a href="https://www.dtlr.com/pages/careers">https://www.dtlr.com/pages/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>
Encompass Health	Nutrition Service Aide Home Health Aide Rehab Nursing Tech I Admissions Liaison Patient Services Coordinator/Scheduler Physical Therapy Assistant	Apply online at <a href="https://www.encompasshealth.com/careers">https://www.encompasshealth.com/careers</a>
Exelon Corporation	Customer Care Representative Temporary Supervisor Substations	Apply online at <a href="https://jobs.exeloncorp.com/search/jobs">https://jobs.exeloncorp.com/search/jobs</a>
Express - Centre at Salisbury	Sales Lead Store Associate	Apply online at <a href="https://www.express.com/g/careers">https://www.express.com/g/careers</a>
Express Employment Professionals	Installer-Technician Industrial Painter Administrative Assistant General Laborer Clerk/Scanner IT Technician Forklift Driver/Warehouse Associate (Pittsville)	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Store Management (Assistant Store Manager and Supervisor) Store Associate	Apply online at <a href="https://finishline.wd1.myworkdayjobs.com/Store_Careers">https://finishline.wd1.myworkdayjobs.com/Store_Careers</a>
Five Guys - Salisbury, Ocean City	Crew Member Shift Manager	Apply online at <a href="https://www.joinfiveguys.com/">https://www.joinfiveguys.com/</a>
Food Lion	<i>Nanticoke Road (Salisbury)</i> Deli Bakery Associate Deli Bakery Assistant Manager Customer Lead Sales Associate (Cashier) Customer Service Leader (Office Assistant) Center Store (Grocery) Associate Frozen Food/Dairy Associate Perishable Associate	Apply online at <a href="https://www.foodlion.com/">https://www.foodlion.com/</a>
	<i>Snow Hill Road (Salisbury)</i> Frozen Food/Dairy Associate Customer Service Leader-Office Assistant Deli Bakery Associate Assistant Store Manager Sales Associate (Cashier) Customer Lead	
	<i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate To Go Associate Deli Bakery Assistant Manager Customer Service Manager Quality Assurance Associate Frozen Food/Dairy Associate Perishable Associate Produce Associate	



	<b>Fruitland</b> Frozen Food/Dairy Associate Deli Bakery Assistant Manager Specialty Merchandise Associate Cake Decorator Center Store (Grocery) Associate Deli Bakery Associate Customer Lead	
	<b>Princess Anne</b> Perishable Manager Deli Bakery Associate Produce Associate	
	<b>Berlin</b> Sales Associate (Cashier) Assistant Customer Service Manager Deli Bakery Associate Frozen Food/Dairy Associate Center Store (Grocery) Associate Deli Bakery Assistant Manager Produce Associate Customer Service Leader-Office Assistant Customer Lead	
	<b>Ocean City</b> Center Store (Grocery) Associate Sales Associate (Cashier) Produce Associate Produce Manager Frozen Food/Dairy Associate Specialty Merchandise Associate	
	<b>Ocean Pines</b> Deli Bakery Associate To Go Associate Produce Associate Customer Service Associate Center Store (Grocery) Associate	
	<b>West Ocean City</b> Cake Decorator Deli Bakery Associate Frozen Food/Dairy Associate Center Store (Grocery) Lead Perishable Associate Sales Associate (Cashier) Produce Associate	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Lead Sales Associate	Apply online at <a href="https://www.sneakerjobs.com/">https://www.sneakerjobs.com/</a>
Genesis HealthCare	Receptionist Aide-Geriatric Nurse Activity Assistant Certified Medicine Aide Housekeeper Nursing Unit Assistant In Training Non-Certified Assistant Admissions Coordinator	Apply online at <a href="https://www.genesiscareers.jobs/">https://www.genesiscareers.jobs/</a>
GNC	Retail Sales Associate	Apply online at <a href="https://www.gnc.com/">https://www.gnc.com/</a>

The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at <a href="https://thegreeneturtle.com">https://thegreeneturtle.com</a>
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate (Salisbury) Retail Stocking Associate (Salisbury) Retail Stocking Supervisor (Salisbury) Senior Retail Sales Associate (Salisbury) Retail Stocking Manager Retail Sales Manager (Salisbury) Store Manager (Pocomoke)	Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a>
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Dietary Aide (Snow Hill) Activities Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)	Apply online at <a href="https://harrisonseniorliving.com/careers">https://harrisonseniorliving.com/careers</a>
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Night Order Selector Warehouse 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 Measurement Technician, Interiors (Ocean City)	Apply online at <a href="https://careers.homedepot.com/">https://careers.homedepot.com/</a>
HomeGoods - Salisbury, Ocean City	Merchandise Associate Stockroom Associate/Truck Unloader (Salisbury) Merchandise Coordinator (Ocean City)	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Hot Topic	Key Holder Sales Associate	Apply online at <a href="https://www.workatht.com/stores/">https://www.workatht.com/stores/</a>
Hudson Behavioral Health	Driver	Apply online at <a href="https://hudsonhealth.org/careers/">https://hudsonhealth.org/careers/</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>
K&L Microwave	Electronic Assembler Electronic Technician CNC Machine 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>

Longhorn Steakhouse	Dishwasher To Go Specialist Restaurant Manager Host Server Line Cook Bartender	Apply online at <a href="https://jobs.longhornsteakhouse.com/locations/locations">https://jobs.longhornsteakhouse.com/locations/locations</a>
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Cashier Retail Associate Receiver Stocker Overnight Front End Department Supervisor Loader/Cart Associate Sales Specialist-Flooring  <i>Pocomoke:</i> Cashier Retail Associate Receiver Stocker Sales Associate-Building Materials-Opening	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Mental Health Residential Counselor Team Assistant	Apply online at <a href="https://www.lowershoreclinic.org/careers">https://www.lowershoreclinic.org/careers</a>
Marshall's - Salisbury, Ocean City	Merchandise Associate (Ocean City) Merchandise Coordinator Administrative Coordinator (Ocean City)	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Maryland Department of Transportation	Office Services Clerk (Wicomico) Transportation Engineering Technician I (Wicomico, Worcester, Somerset)	Apply online at <a href="https://www.governmentjobs.com/careers/mdotmd">https://www.governmentjobs.com/careers/mdotmd</a>
Ocean Pines Association	Swim Instructor Front Desk Clerk Front Desk Facility Coordinator Lifeguard	Instructions to apply at <a href="https://oceanpines.org/web/pages/work-here">https://oceanpines.org/web/pages/work-here</a>
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
Ollie's	Sales Super Flooring Sales Associate	Apply online at <a href="https://www.ollies.us/careers/">https://www.ollies.us/careers/</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>



Panera Bread - Salisbury, Ocean City	Manager (Ocean City) Night Baker (Ocean City) Associate (Ocean City)	Apply online at <a href="https://jobs.panerabread.com/">https://jobs.panerabread.com/</a>
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at <a href="https://www.peninsulahomecare.com/careers/">https://www.peninsulahomecare.com/careers/</a>
Pep Boys	Assistant Service Manager General Service Technician Customer Service Advisor Store Manager of Service Technician A	Apply online at <a href="https://careers.pepboys.com/">https://careers.pepboys.com/</a>
Pepsi	Production Maintenance Mechanic Delivery Driver Pepsi (Trainee DOT) Merchandiser Sales Helper Forklift Operator/Loader	Apply online at <a href="http://www.pepsibottlingventures.com/job">http://www.pepsibottlingventures.com/job</a>
Perdue Farms - Salisbury	Administrative Scanning Clerk-Temporary Chick Transfer Jockey Driver Customer Service Coordinator Dapec Machine Operator Edible Oil Refinery Operator First Processing Mentor Fleet Tech Grain Operator International Admin Assistant-Temporary Maintenance Mechanic Production Associate Production Associate Line Lead Production Associate Live Hanger Safety Admin Soy Crush Operator Soy Crushing Crew Leader Wastewater Operator	Apply online at <a href="https://www.perducareers.com/">https://www.perducareers.com/</a>
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Early Morning Stocker Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager Seasonal Associate Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather / Groomer Trainee Retail Sales Associate	Apply online at <a href="https://careers.petsmart.com/">https://careers.petsmart.com/</a>
Piedmont Airlines - Salisbury	Drug and Alcohol Designated Employer Representative	Apply online at <a href="https://piedmont.jobs.net/jobs">https://piedmont.jobs.net/jobs</a>
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Body Piercer Assistant Store Manager	Apply online at <a href="https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales">https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales</a>

Poseidon Plumbing & Home Services	Experienced Plumber Carpenter Helper <i>Must have valid driver's license and references.</i> <i>Competitive salary based on experience.</i>	Call Bevin Webster at 410-251-1096 to schedule an interview.
Quality Staffing	Customer Service Professional (Wicomico)	Apply online at <a href="https://easternshorejobs.com/">https://easternshorejobs.com/</a>
	Line Cook (Ocean City)	
	Short Order Cook (Ocean City)	
	Dishwasher (Ocean City)	
	Housekeeper (Worcester)	
	Industrial Cleaner (Wicomico)	
	Customer Service/Yard Associate (Wicomico)	
	Heavy Equipment Operator (Wicomico)	
	Groundskeeper	
	Packaging Associate (Somerset)	
	Computer Tech Support	
	Office Assistant (Worcester)	
	Office/Retail Sales Associate	
	Forklift (Worcester)	
	Packaging Tech	
	Special Projects Technician (Worcester)	
	Furnace Operator	
	Assembler	
	Food Production Worker (Somerset)	
	Electrician (Worcester)	
	Plant Manager	
	Tester- COVID-19	
	Electronic Tech	
	Plater	
	Assembler Hybrid	
	Filter Assembler	
	Civil CAD Designer	
	Security Systems Technician	
	Plant Worker & Packer (Worcester)	
	Property Maintenance	
	Filter Cavity Tech	
	Alignment Tech	
	Electronics Technician	
	Assembly Line/Packer (Somerset)	
	Manufacturing Manager	
	Lead Custodian-Supervisor	
	CAD Draftsperson	
	Janitorial General	

Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at <a href="https://jobs.redlobster.com/search/searchjobs">https://jobs.redlobster.com/search/searchjobs</a>
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	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> Tue-Go Specialist 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	Cashier-Bookstore Housekeeper Assistant Food Service Assistant	Apply online at <a href="https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx">https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx</a>
Sam's Club	Merchandising Meat Cutter and Wrapper Baker and Packager Associate Member Assist Cart Attendant Maintenance Custodian Associate Prepared Meals and Rotisserie Chicken Associate Merchandising and Stocking Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Cafe Associate Member Frontline Cashier TBC Tire Tech	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
Sherwin Williams - Crisfield	Maintenance Mechanic Operations Packaging Technician Operating Technician Manufacturing Brushmaker Production Manager Production Supervisor Operating Technician II	Apply online at <a href="https://www.sherwin-williams.com/">https://www.sherwin-williams.com/</a>
Shore Up - Wicomico, Worcester, Somerset	Nutrition Aide (Stockton) Bus Aide Bus Driver Secretary-Head Start/Early Head Start Child Development Associate Trainee Clerical Specialist Family Services Worker/Family Advocate Center Aide Custodian Teacher's Aide	Download application at <a href="https://shoreup.org/employment/join-our-team/">https://shoreup.org/employment/join-our-team/</a> and email to <a href="mailto:humanresources@shoreup.org">humanresources@shoreup.org</a>



Somerset County	Correctional Officer 911/Emergency Communications Dispatcher I Cook/Counterperson	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 City	Mold Technician Temp Machine Operator Machine Processor	Apply online at <a href="https://www.spindustries.com/employment/">https://www.spindustries.com/employment/</a>
Staples	Retail Sales Associate Retail Sales Print Associate Retail Sales Technology Associate Assistant Store Manager	Apply online at <a href="https://retailcareers.staples.com/">https://retailcareers.staples.com/</a>
State Of Maryland	Cook II (Deer's Head)	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
	Temp Call Center Representative (Wicomico)	
	Fiscal Accounts Clerk II (Somerset)	
	Seasonal Pocomoke River State Park - 44 positions available (Worcester)	
	Office Clerk II (Somerset ECI)	
	Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset)	
	<i>Ongoing recruitment</i> Correctional Officer I (Wicomico, Somerset) Direct Care Assistant I, II and Direct Care Trainee (Wicomico, Worcester, Somerset) MSP Trooper Candidate (Wicomico, Worcester, Somerset)	
Sun Communities, Inc.	<i>Castaways RV Resort:</i> Snack Bar Attendant Café Barista Store Clerk Resort Groundskeeper Guest Services Coordinator Snack Bar Supervisor Resort Pool Attendant Resort Housekeeper Hospitality Host	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sunglass Hut - Salisbury, Ocean City	Sales Associate	Apply online at <a href="https://www.lenscrafters.com/lc-us/careers">https://www.lenscrafters.com/lc-us/careers</a>
Sysco - Pocomoke	Special Delivery Driver Forklift Putaway Warehouse Order Selector Fleet Technician CDL A Delivery Truck Driver Will Call Selector Forklift Operator Returns/Putaway	Apply online at <a href="https://careers.sysco.com/">https://careers.sysco.com/</a>
Taco Bell - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew/Team-Service Champion (Salisbury) Crew/Team-Food Champion (Salisbury) Shift Manager (Salisbury) Associate Restaurant Manager (Salisbury) Restaurant General Manager Assistant General Manager (Ocean City) Shift Lead (Ocean City) Team Member (Ocean City)	Apply online at <a href="http://jobs.tacobell.com/">http://jobs.tacobell.com/</a>

Tailored Staffing	Electronic Assembler	Apply online at <a href="https://www.tailoredstaffingmd.com/jobseekers/">https://www.tailoredstaffingmd.com/jobseekers/</a>
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
Taylor Bank	Customer Service Associate (Ocean City, West Ocean City/Snow Hill)	Apply online at <a href="https://www.taylorbank.com/careers/">https://www.taylorbank.com/careers/</a>
Texas Roadhouse	Server Assistant-Busser Host Line Cook Local Store Marketer	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
Tidal Health	Assistant Certified Occupational Therapist	Apply online at <a href="https://www.tidalhealth.org/careers">https://www.tidalhealth.org/careers</a>
	CAT Scan Technologist	
	Clinical Vaccine Clinic Support	
	Coder Abstractor II	
	Console Operator	
	Coordinator-Information-Laboratory	
	Coordinator-Patient Accounts	
	Coordinator Recept/Systems	
	Courier-Outpatient	
	EMR Support Specialist	
	Food Service-Cafeteria Aide (Salisbury, Crisfield)	
	Food Service-Cashier	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Lead Patient Service Representative (Snow Hill)	
	Lead Referral Coordinator	
	Mechanic-Facilities (Crisfield)	
	Medical Assistant (Salisbury, Berlin, Crisfield)	
	Medical Laboratory Technician II	
	Medical Technologist (Salisbury, Crisfield)	
	Nursing Assistant (Salisbury, Crisfield)	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Service Representative (Salisbury, Berlin)	
	Phlebotomy -Inpatient Technician	
	Phlebotomy-Outpatient Technician	
	Physical Therapist Assistant (Crisfield)	
	Psychiatric Technician	
	Radiologic Technologist (Salisbury, Crisfield)	
	Receptionist-Security	
	Representative-Billing/Collection	

	Representative-Patient Account Scribe Security Guard (Crisfield) Surgical Technologist Unit Secretary	
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Torrid - Centre at Salisbury	Sales Associate	Apply online at <a href="https://jobs.jobvite.com/torrid">https://jobs.jobvite.com/torrid</a>
Town of Ocean City	Turf Equipment Manager Landscaper Vehicle Equipment Technician II Parks Worker As Needed Administrative Support Solid Waste Worker I & II Concessions Worker Tennis Attendant Skate Park Worker Surf Rescue Tech/Lifeguard Seasonal Maintenance Worker Boardwalk Comfort Station Attendant Building Maintenance Worker Concessions Supervisor Bus Driver Bus Maintenance Tech I Transportation Dispatcher Tram Driver Tram Conductor Ticket Seller Camp Horizon Day Camp Counselor Scamper Camp Day Camp Counselor Afterschool Activities Coordinator	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>
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at <a href="https://www.snowhillmd.gov/employment.html">https://www.snowhillmd.gov/employment.html</a>
Ulta Beauty - Salisbury, White Marlin Mall	Services Manager (Salisbury) Beauty Advisor Hair Stylist	Apply online at <a href="https://careers.ulta.com/">https://careers.ulta.com/</a>
UMES	Executive Administrative Assistant I	Apply online at <a href="https://umes.peopleadmin.com/postings/search">https://umes.peopleadmin.com/postings/search</a>
Victoria's Secret - Centre at Salisbury	Lingerie Supervisor Selling Associate	Apply online at <a href="https://www.victoriassecret.com/careers">https://www.victoriassecret.com/careers</a>
Walgreens - Salisbury, Berlin	Customer Service Associate Pharmacy Cashier (Salisbury) Healthcare Customer Associate Shift Lead Pharmacy Technician (Salisbury)	Apply online at <a href="https://jobs.walgreens.com/">https://jobs.walgreens.com/</a>



Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cahier & Front End Services Auto Care Center	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
WBOC	Editor/Studio Assistant Creative Services Producer	Apply online at <a href="http://drapermediajobs.com/">http://drapermediajobs.com/</a>
WCDC	Residential Manager Janitorial Maintenance Personal Supports Facilitator Personal Care Assistant and Transporter Residential Coordinator Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	For detailed job descriptions, and to download and print application, go to <a href="http://wcdcservices.org/employment-opportunities/">http://wcdcservices.org/employment-opportunities/</a> Apply online at <a href="https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center">https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center</a>
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate I (State's Attorney) Maintenance Technician Maintenance Worker I-Roads Motor Equipment Operator IV Motor Equipment Operator I Police Communications Specialist I Bailiff-Circuit Court Harbor Master Park Ranger	Apply online at <a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
Wicomico Public Library	Branch Assistant (Centre Branch)	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
WMDT	Studio Technician Media Specialist	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>
Worcester County	Emergency Services Supervisor Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Transfer Station Attendant Grounds Utility Mechanic I Painter Carpenter/Maintenance Worker III Grounds Worker II Road Worker II and III General Laborer/Maintenance Worker I Summer Camp Monitor Swim Instructor-Temp Program Monitor Animal Control-Kennel Attendant	Apply online at <a href="https://worcesterhr.co.worcester.md.us/">https://worcesterhr.co.worcester.md.us/</a>

Worcester County Public Schools	Custodian II School Bookkeeper	Apply online at <a href="https://worcestermd.tedk12.com/hire/index.aspx">https://worcestermd.tedk12.com/hire/index.aspx</a>
Worcester County Recreation and Parks	Summer Camp Monitor Referee Recreation Program Monitor Concession Monitor	Apply online at <a href="https://worcesterrecandparks.org/about-us/employment">https://worcesterrecandparks.org/about-us/employment</a>
Wor-Wic Community College	Administrative Associate I	Apply online at <a href="https://www.schooljobs.com/careers/worwic?">https://www.schooljobs.com/careers/worwic?</a>
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor	Apply online at <a href="http://www.ymcachesaapeake.org/employment">http://www.ymcachesaapeake.org/employment</a>
	<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 Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator	
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>



**Interested in an exciting opportunity? Join the Cobb Family today!**

#### Open Positions:

#### Poultry Farm Worker

#### Summary of Responsibilities:

- These positions will be working in a poultry house setting attending to and caring for adult chickens.

#### Job Benefits:

*Competitive wages*

*Excellent benefits package*

*Paid vacation*

*401(k)*

*Stock Purchase Plan*

#### Apply Online:

[www.cobb-vantress.com>careers](http://www.cobb-vantress.com>careers)

**Contact Person Michelle Redinger**

**410-957-4091**

Cobb-Vantress is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, gender, national origin, color, religion, age, genetics, sexual orientation, disability, or veteran's status.

**Job Title:** Poultry Farm Worker **Job Grade:** 08

**FLSA Status:** Nonexempt

**Disc vs Non Disc:** N

**Position Number:** PLTRYFMWKR01 – 11139483, 11139488, 11345323, 11139489, 11345330, 11139486, 11139492, 11139485, 11139484, TBD

**Position reports to:** Sr Supv Farm

**Schedule:** Monday through Friday

Work schedule is subject to change based upon production needs.

#### Position Summary

- Provides general farm labor to vaccinate birds and move birds to designated houses; placing new shavings in poultry houses; maintaining and cleaning farm (vaccinating) equipment. Other duties may be assigned.

#### Minimum Requirements:

- Must have valid driver's license.

#### Essential Duties and Responsibilities:

- Vaccinate and move birds as required to feed conversion houses, growing houses, laying houses or live haul loading area (70%)
- Set-up of poultry houses including cages, shavings, and spraying of pesticides (10%)
- Clean and disinfect equipment and vehicles used in moving birds, supplies or equipment on the farm (10%)

#### Other duties, responsibilities, and activities:

- These may change or be assigned at any time with or without notice, such as: repairing cages, pens, equipment; farm cleanup such as garbage/litter retrieval; properly euthanize weak/ill birds in accordance with company policy (10%)

#### Biosecurity/Animal Welfare:

- The jobsite is a biosecure environment which requires showering, changing clothing and footwear before entering the facility. Appropriate clothing and footwear is provided by the Company. No jewelry may be worn on the jobsite except for medical ID jewelry and body piercings covered by appropriate clothing. Must be willing to sign an agreement to avoid any avian species (chickens, ducks, birds, etc.). Must be willing to sign and abide by the Company Biosecurity and Company Animal Welfare Guidelines.

#### Physical Demands and Work Environment:

- Physical: Must use safe lifting techniques. Must **regularly** lift and/or move, up to **50 pounds** to move items such as partitions, cages, bird coops; tools, such as pallet jack, may be required to **occasionally** lift and/or move up to **2000 pounds** such as skids of supplies, shavings, etc. While performing the duties of this job, the employee is **regularly** required to stand majority of shift (concrete floor); walk; sit; use hands to handle or feel objects and controls; reach with hands and arms; balance; climbing/ladder usage; stoop/bend up to 1000 times per day; talk or hear; drive a vehicle within the farm complex; proficiently operate trailer/tractor/skidsteer/hyster. Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus. Must have good communication skills to accurately convey opinions and concerns.
- Tools and equipment: Vaccination Gun, Pressure Washer, Syringe, Vehicle
- Environment: Required to work on wet, slippery surfaces and also work in hot, dry, dusty, wet, icy, snowy and cold environments.
- Personal Protective Equipment Required: Safety goggles, safety glasses, face shield, chemical gloves, waterproof apron, and rubber boots are required. Ear plugs will be used as required. NIOSH approved N95 particulate respirators will be worn as needed.
- Chemicals Commonly Used: Disinfectants such as Synergize, Virocid, My-T-Kleen Barnwash, Lysol, Formaldehyde, Pesticide, etc.
- Safety: TM is expected to follow all applicable safety policies and procedures. These include but are not limited to Hazard Communication, Respiratory Protection, LOTO and Personal Protective Equipment. TM is expected to identify, address and mitigate safety related risks.

**General Sign-Off:** The employee is expected to adhere to all company policies. Failure to perform this job to above standards could lead to progressive discipline up to and including termination. I have read and understand this explanation and job summary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ REVISED DATE 08/23/2018

# Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR March 29, 2021 - April 02, 2021

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Job Order Number	Company	Position	Positions open
1340576	TKo Hospitality	Night Auditor- Hotel Monte Carlo, Ocean City	2
1340572	TKo Hospitality	Night Auditor- Hyatt Place, Ocean City	2
1340652	Select Merchandising Services	Retail Merchandiser - Pocomoke	1
1340466	Alarm Engineering	Security Systems Technician	1
1340944	Custom Cable Solutions Inc	Cable Assembler	1
1341257	CCBCC Inc	Seasonal Merchandiser	1
1341941	CCBCC Inc	Merchandiser Vacation- Dly	1
1341789	Pep Boys	Customer Service Advisor	1
1341786	Pep Boys	General Service Technician	1
1341728	Pep Boys	Assistant Service Manager	1
1341803	Pep Boys	Store Manager of Service	1
1342439	K&L Microwave, Inc.	Electronic Assembler	1
1342120	Chesapeake Utilities Corporation	Alternative Fuels Accounts Manager	1
1342075	SHORE UP, Inc.	Community Services Worker	1
1342070	SHORE UP, Inc.	Accountant (Fiscal Specialist)	1
1342596	R.E. Michel Company, Inc.	HVACR Technical Service Advisor	1
1342645	Real Hospitality Group	Housekeeper	1
1342656	Real Hospitality Group	Front Office Agent	1
1342661	Real Hospitality Group	Bartender	1

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

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



# START YOUR SMALL BUSINESS

## Virtual Classes

**Are you interested in small business ownership? Do you own a small business but want help getting to the next level?**

*The Department of Human Services, Family Investment Administration in partnership with the Small Business Development Center is looking for entrepreneurs who are interested in learning the necessary skills for small business management.*

If you're receiving **SNAP/Food Stamps and/or TCA assistance** the Maryland State government may be able provide information to help get your business off the ground.

The Virtual, Online Public **Assistance to Entrepreneurship Program** will:

1. Offer a series of complementary business classes online designed to help participants draft a business plan.
2. Provide information on credit restoration.
3. Educate participants on how to find appropriate financing for their small business venture.

***This program does not provide startup capital but will assist you to source for alternative funding.*** Access to a computer or other electronic internet access is required.

Classes are held online starting in April 2021

**Call 410-677-4323 to schedule an appointment for application or go online to PA2E Program at:**  
**[dhs.maryland.gov/local-offices/Somerset-County/](https://dhs.maryland.gov/local-offices/Somerset-County/)**





## WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND 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 TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at [www.dlir.state.md.us/employment/train/](http://www.dlir.state.md.us/employment/train/) to search for trainings by training provider, training type, geographic location or key word.



### NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

### HOW DO I 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.



**LOWER SHORE  
WORKFORCE ALLIANCE**

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



## Wor-Wic Community College

### Free Metal Fabrication Training During Evenings: April 2021



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 \$100 (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

### Metal fabricators are in demand!

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

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, 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).

To be considered for the free career-changing training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening instruction and practice 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, recognize and avoid potential hazards and receive OSHA trainings.

Metal fabrication 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 for cutting and fit-up.

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

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.





## Wor-Wic Community College

### Free Welding Training for eligible candidates

Projected Start Date of Next Course: June 2021

#### 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](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit [easternshorejobs.com](http://easternshorejobs.com) and apply for the 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 urine 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) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

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."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.

## Wor-Wic Community College

### Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" 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.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, 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).

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit [EasternShoreJobs.com](http://EasternShoreJobs.com) and apply for Carpentry Training.

#### To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to 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

The "Construction Academy" is designed to prepare students with 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 (math 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.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.

**WOR-WIC**  
COMMUNITY COLLEGE

**ARCON**  
WELDING SERVICES  
TRAINING CENTER

**QSS**  
Quality  
Staffing  
Services

**LOWER SHORE**  
WORKFORCE ALLIANCE

**WOR-WIC**  
COMMUNITY COLLEGE

**EARN**  
MARYLAND

**LOWER SHORE**  
WORKFORCE ALLIANCE

**QSS**  
Quality Staffing Services



# PHARMACY TECHNICIAN PROGRAM

# Rx

Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

## This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

## Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: [pharmtech@goodwillches.org](mailto:pharmtech@goodwillches.org)

**IN PARTNERSHIP with**

[goodwillches.org](http://goodwillches.org)

 **CVS Health**

  
**BALTIMORE CITY  
COMMUNITY COLLEGE**

**Goodwill**  
Industries of the Chesapeake, Inc. 

# RISE

**Raising. Independent. Skilled. Employees.**

## Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

*We can help!*



## We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

## Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



**Funded By:**  
**LOWER SHORE  
WORKFORCE ALLIANCE**

 **Grace Center**  
for Maternal and Women's Health

## Contact Grace Center:

(443) 513-4124  
[info@gracematernalhealth.org](mailto:info@gracematernalhealth.org)

## 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

1000 College Circle

Wye Mills, Maryland 21679

Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

### **Somerset County**

Princess Anne One-Stop Office

30415 Mount Vernon Rd.

Princess Anne, MD 21853

Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

### **Wicomico County**

Wor-Wic Community College

32000 Campus Drive

Salisbury, MD 21804

Phone: 410-334-2815

Services Provided: 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 Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>

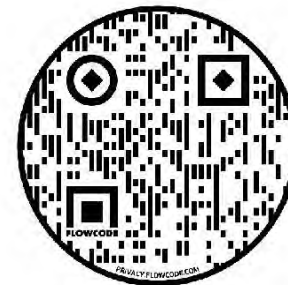
## Interested in Adult Education Classes?



**We offer Adult Basic Education and  
English as a Second Language classes.**

**Due to COVID-19 restrictions, registration is now online.**

**Open your phone's camera app and hold it above the  
circle to sign up!**



Worcester County Public Schools  
Adult Education Program  
410-632-5071  
[adulthoodeducation@worcesterk12.org](mailto:adulthoodeducation@worcesterk12.org)

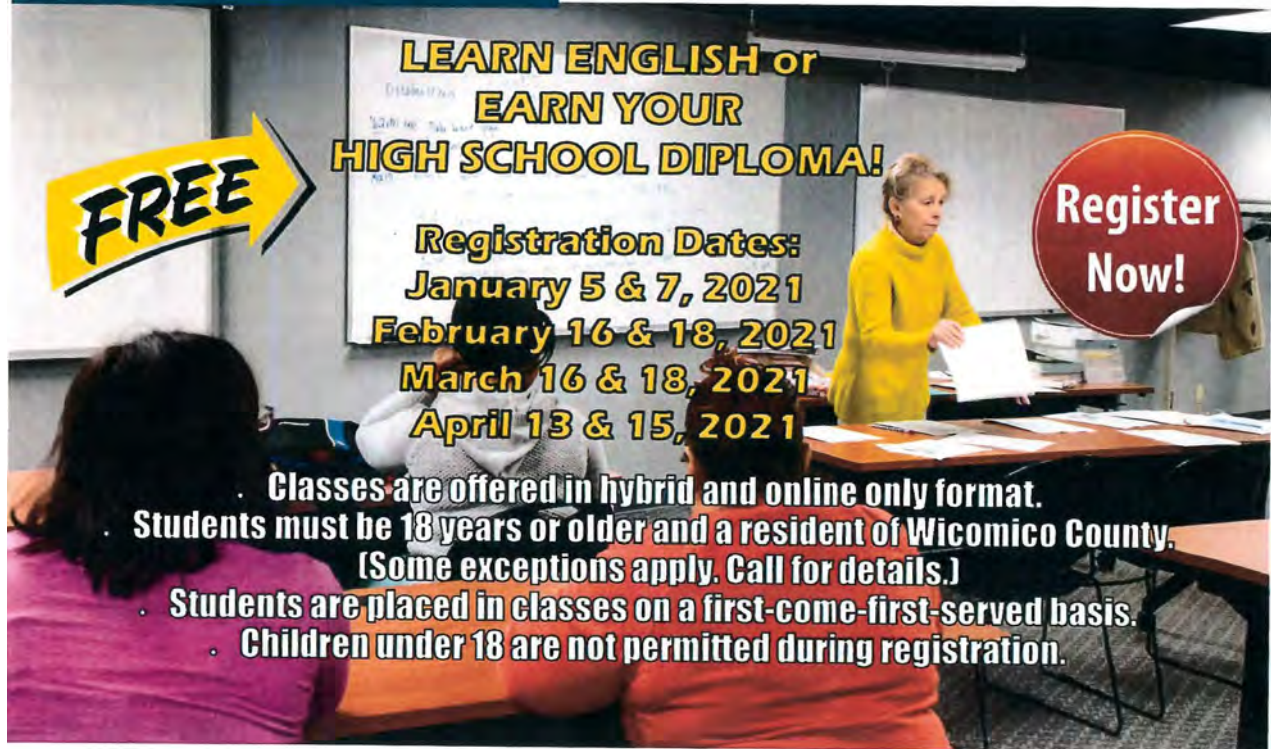
Funding for the Adult Education program is provided by the MD Department of Labor, Licensing, and Regulation.



# WOR-WIC

COMMUNITY COLLEGE

**For more information or to schedule an appointment:  
(443) 669-6373  
adulteducation@worwic.edu**



**LEARN ENGLISH or  
EARN YOUR  
HIGH SCHOOL DIPLOMA!**

**FREE**

**Registration Dates:**  
**January 5 & 7, 2021**  
**February 16 & 18, 2021**  
**March 16 & 18, 2021**  
**April 13 & 15, 2021**

**Register Now!**

**Classes are offered in hybrid and online only format.  
Students must be 18 years or older and a resident of Wicomico County.  
(Some exceptions apply. Call for details.)**

- Students are placed in classes on a first-come-first-served basis.**
- Children under 18 are not permitted during registration.**



## 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**





# 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

## **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