

the Job Journal



**TIP
OF THE
WEEK**

Resume Tips That Will Help You Get Hired

When you haven't updated your resume in a while, it can be hard to know where to start. What experiences and accomplishments should you include for the jobs you've got your eye on? What new resume rules and trends should you be following? And seriously, one page or two?

Well, search no more: We've compiled all the resume tips you need into one place. Read on for advice and tricks that'll make sure you craft a winning resume—and help you land a job.

Telling Your Story

1. Don't Put Everything on There

Your resume should not have every work experience you've ever had listed on it. Think of your resume not as a comprehensive list of your career history, but as a marketing document selling you as the perfect person for the job. For each resume you send out, you'll want to highlight only the accomplishments and skills that are most relevant to the job at hand (even if that means you don't include all of your experience).

2. But Keep a Master List of All Jobs

Since you'll want to be swapping different information in and out depending on the job you're applying to, keep a resume outline or master resume on your computer where you keep any information you've ever included on a resume: old positions, bullet points tailored for different applications, special projects that only sometimes make sense to include. Then, when you're crafting each resume, it's just a matter of cutting and pasting relevant information together. Think of this as your brag file.

3. Put the Best Stuff "Above the Fold"

In marketing speak, "above the fold" refers to what you see on the front half of a folded newspaper (or, in the digital age, before you scroll down on a website), but basically it's your first impression of a document. In resume speak, it means you should make sure your best experiences and accomplishments are visible on the top third of your resume. This top section is what the hiring manager is going to see first—and what will serve as a hook for someone to keep on reading. So focus on putting your best, most relevant experiences first.

4. Ditch the Objective Statement

According to job search expert Lily Zhang, the only occasion when an objective section makes sense is when you're making a huge career change and need to explain from the get-go why your

experience doesn't match up with the position you're applying to. In every other case? Consider whether a summary statement would be right for you—or just nix it altogether to save space and focus on making the rest of your resume stellar.

5. Keep it (Reverse) Chronological

There are lots of different ways to organize the information on your resume - like the functional resume or combination resume - but the good old reverse chronological (where your most recent experience is listed first) is still your best bet. Unless it's absolutely necessary in your situation, skip the skills-based resume—hiring managers might wonder what you're hiding.

6. Keep it to a Page

The two- (or more!) page resume is a hotly debated topic, but the bottom line is this—you want the information here to be concise, and making yourself keep it to one page is a good way to force yourself to do this. If you truly have enough relevant and important experience, training and credentials to showcase on more than one page of your resume, then go for it. But if you can tell the same story in less space? Do.

7. Consider an Online Supplement

Can't figure out how to tell your whole story on one page, or want to be able to include some visual examples of your work? Instead of trying to have your resume cover everything, cover the most important details on that document, and then include a link to your personal website, where you can dive more into what makes you the ideal candidate.

Greenawald, Erin. "43 Resume Tips That Will Help You Get Hired." *The Muse*, Daily Muse Inc., <https://www.themuse.com/advice/43-resume-tips-that-will-help-you-get-hired>.

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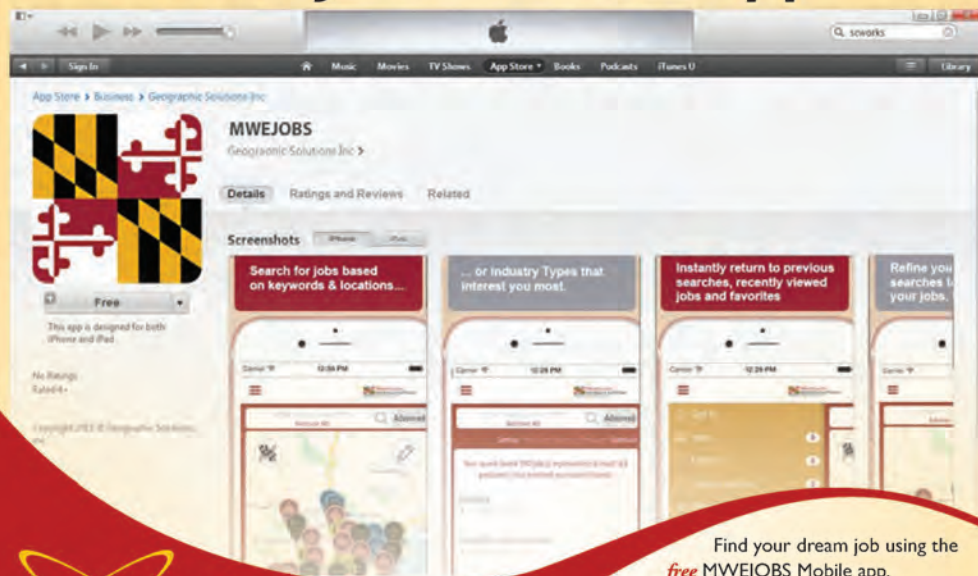


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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App



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:

Jarah Hall

Email:

salisbury@dlr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



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.



Crisfield careers at TidalHealth

First and Third Thursdays of every month:

Live virtual career open house

2:00 pm - 4:00 pm

Please join this webex and talk with recruiters to learn more about the exciting opportunities available in our Crisfield, Maryland facilities.

We have clinical and non-clinical opportunities in both our Freestanding Medical Facility/Emergency Room, Alice B. Tawes Nursing & Rehabilitation Center and Chesapeake Cove Assisted Living.

To join from the meeting link, go to
<https://tidalhealth.webex.com/tidalhealth/j.php?MTID=m019c311489e531c7679997d2d62c496c>

Meeting number: 157 926 3822

Password: sMMv7UqNr86

Join by phone: 415-655-0001

Access code: 157 926 3822

or scan the QR code with your smartphone



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 https://www.albertsoncompanies.com/careers/en/our-companies/acme.html?our-companies=Acme
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver	Apply on line at https://www.advanceautoparts.jobs/
	<i>Pocomoke</i> Salesperson Store Hourly	
Aeropostale - Centre at Salisbury	Brand Ambassador	Apply online at https://www.aeropostale.com/aeropostale-careers/stores-corporate.html?content=footer
ALDI	Assistant Store Manager	Apply online at https://careers.aldi.us/
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Overnight Merchandising Associate	Apply online at https://aeo.jobs/
Anchorage Healthcare Center	Maintenance Technician Activities Leader Certified Medication Aide Culinary Aide Personal Care Assistant GNA Cook	Apply online at https://jobs.applai.com/profile/communicarefamily
Applebee's	Bartender Sanitation Specialist Dishwasher/General Utility Server Carside To-Go Specialist Line Cook Host	Apply online at https://www.applebees.com/en/restaurant-jobs

Atlantic General Hospital	AGHS Rad Tech/MOA Collections Specialist Emergency Department Tech Floor Care Tech Housekeeping Aide Maintenance Specialist Mammography Technologist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Patient Safety Aide Registration Specialist Scheduler Secretary/Nurse Technician Surgical Tech Unit Secretary	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Service Technician-Small Engines Diesel/Farm Equipment Technician Lawn & Garden Equipment Sales (Pocomoke)	Apply online at https://www.atlantictractor.net/employment
Atria	Caregiver Driver Director Culinary services/Executive Chef Dishwasher	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Supervisor (Salisbury) Sales Associate Sales Support (White Marlin)	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/
BesTemps	Assembler (Salisbury) Front Desk Employment Coordinator/Assistant Staffing Specialist (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) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/

Blue Water	<i>Berlin</i> Barista Facilities Attendant Security Guard Rental Attendant Retail Clerk Golf Cart Attendant Cook Housekeeper Cast Member/Performer Ranger Lifeguard Snack Bar Attendant Shuttle Driver Groundskeeper Guest Service Specialist	Apply online at https://bwdc.com/
	<i>Ocean City</i> Maintenance Intern Trolley Driver Pool Attendant Housekeeper Front Desk Agent Maintenance Technician Accounting Clerk	
	<i>Whaleville</i> Maintenance Intern Housekeeper Activities Supervisor Shuttle Driver Maintenance Technician	
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	Loss Prevention Detective Beauty Advisor Cosmetic Sales Sales Assistant/Floater Shoe Sales Associate Courtesy Desk Associate Department Manager	Apply online at https://www.boscovs.com/
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at https://burlingtonstores.jobs/

Carrabba's Italian Grill - Ocean City	Kitchen Manager Assistant Kitchen/Culinary Manager <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Recruiter Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder Painter	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chesapeake Utilities	Line Locator I Distribution Systems Technician I Gas Operations Supervisor - Metering Service Technician (Pocomoke) Customer Service Representative I (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/
	<i>Ongoing recruitment-West Ocean City</i> Team Member-Drive Thru or Kitchen Kitchen Manager	Apply online at https://chick-fil-a-west-ocean-city.apply-now.us/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate Store Lead (Ocean City)	Apply online at https://corporate.childrensplace.com/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook 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	<i>Ongoing recruitment</i> Kitchen Cashier Server Party Host Game Room Attendant	Apply online at http://www.chuckecheesecareers.com/jobs
City of Fruitland	Accounts Payable Associate Human Resources & Payroll Administrator Public Works Maintenance Worker I Utilities Technician I	Apply online at https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php

City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Code Enforcement Officer for Planning & Zoning Department Entry Level Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Zoo Educator Operations Support Staff Bus Driver (Part-time as needed) Zoo Keeper I Executive Administrative Assistant Automotive Mechanic II Computer Technician Administrative Assistant III Records Management Technician Parking Attendant	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.
	POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	
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 https://clarionoc.com/hotel-information/employment/
Coastal Hospice & Palliative Care	Certified Nursing Assistant (CNA) Certified Medication Technician Thrift Shop Warehouse Associate Clinical Support, Administration	Apply online at https://coastalhospice.org/careers/
Coca-Cola Consolidated	Part-time Checker Warehouse Material Handler Delivery Merchandiser Trainee Merchandiser Delivery Merchandiser Home Market Bulk Delivery Driver Seasonal Merchandiser	Apply online at https://cokeconsolidated.jobs.net/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Corizon Health - Westover	Administrative Assistant Medical Records Supervisor	Apply online at https://www.corizonjobs.com/

Crothall Healthcare	Lead Housekeeper Groundskeeper Laundry Services Housekeeper	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate General Manager	Apply online at https://www.cvs.com/
Dakota Watch Company - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	Apprentice Elevator Mechanic/Technician Driller Project Coordinator General Laborer Welder Service Accounts Receivable Assistant Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Operations Leader Retail Sales Leader Retail Sales Associate Retail Cashier	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Children's Summer Camp Aide Medical Transport Driver Maintenance Floor Tech Aide Instructor Driver House Counselor Residential Aide Mentor Maintenance Tech Children's Program Aide	Apply online at https://www.dovepointe.org/careers
DTLR - Centre at Salisbury	Sales Associate	Apply online at https://www.dtlr.com/pages/careers
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/
Encompass Health	Rehab Nursing Tech I Admissions Liaison Physical Therapy Assistant	Apply online at https://www.encompasshealth.com/careers
Exelon	Substation Tech	Apply online at https://jobs.exeloncorp.com/search/jobs
Express - Centre at Salisbury	Sales Lead Store Associate	Apply online at https://www.express.com/g/careers

Express Employment Professionals	Shipping Clerk Warehouse/Load Crew Member (Fruitland) Compliance Coordinator General Laborer TRV Processor Mailroom Clerk	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Store Management (Assistant Store Manager and Supervisor) Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Five Guys - Salisbury, Ocean City	Crew Member Shift Leader Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Nanticoke Road (Salisbury)</i> Customer Service Leader (Office Assistant) Perishable Associate Produce Associate Center Store (Grocery) Associate Quality Assurance Associate Sales Associate (Cashier)	Apply online at https://www.foodlion.com/
	<i>Snow Hill Road (Salisbury)</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Quality Assurance Associate Center Store (Grocery) Associate Deli Bakery Associate Retail Pricing Coordinator Specialty Merchandise Associate To Go Lead To Go Associate	
	<i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Sales Associate (Cashier) Produce Associate To Go Associate Specialty Merchandise Associate Quality Assurance Associate Cake Decorator	
	<i>Fruitland</i> Perishable Associate Perishable Manager Deli Bakery Manager Cake Decorator Quality Assurance Associate Produce Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Customer Lead	
	<i>Princess Anne</i> Perishable Associate Produce Associate Customer Service Leader-Office Assistant Customer Lead	

	<i>Berlin</i> Customer Service Leader-Office Assistant Customer Lead Produce Manager Deli Bakery Associate Sales Associate (Cashier) To Go Associate To Go Lead	
	<i>Ocean City</i> Customer Lead Specialty Merchandise Associate Center Store (Grocery) Associate Customer Service Associate	
	<i>Ocean Pines</i> Customer Service Associate Deli Bakery Associate Center Store (Grocery) Associate	
	<i>West Ocean City</i> Customer Service Associate Quality Assurance Associate Center Store (Grocery) Associate	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Lead Sales Associate	Apply online at https://www.sneakerjobs.com/
Genesis Health Care	Aide-Geriatric Nurse Dietary Aide Housekeeper Nursing Unit Assistant In Training Non-Certified Laundry Aide Certified Medicine Aide Senior Maintenance Director Physical Therapist Assistant	Apply online at https://www.genescareers.jobs/main/
GNC	Retail Sales Associate	Apply online at https://www.gnc.com/
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Retail Visual Keyholder Retail Department Supervisor Retail Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us/findjob.html
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate Retail Stocking Associate (Salisbury) Senior Retail Stocking Associate (Salisbury) Retail Stocking Supervisor (Pocomoke)	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers

Holt Food and Paper Company	Day Warehouse Receiver/Stocker Night Order Selector Warehouse Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)	Apply online at https://careers.homedepot.com/
HomeGoods - Salisbury, Ocean City	Cashier and Sales Floor (Salisbury) Cashier (Ocean City) Backroom Associate-Retail Associate (Ocean City)	Apply online at https://jobs.tjx.com/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
K&L Microwave	Customer Service Rep Electronic Assembler Electronic Technician Inventory Associate Plating Operator CNC Machine 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 Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
LensCrafters	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations

Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Scheduling Staffing Admin Merchandising Service Associate Cashier Retail Associate Receiver Stocker Overnight Head Cashier Sales Associate Loader/Cart Associate Fulfillment Associate <i>Pocomoke:</i> Cashier Retail Associate Receiver Stocker Head Cashier Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Certified Medical Assistant Certified Nursing Assistant/Geriatric Nursing Assistant Mental Health Residential Counselor	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate Customer Experience Coordinator	Apply online at https://jobs.tjx.com/
Men's Wearhouse - Centre at Salisbury	Retail Store Key Holder	Apply online at https://careers.tailoredbrands.com/main/
Ocean Pines Association	Swim Instructor Golf Maintenance Laborer Beach Club Kitchen Staff General Laborer Aquatics Front Desk Facility Coordinator Recreation Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Freight Flow Supervisor Sales Associate	Apply online at https://www.ollies.us/careers/
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

Panera Bread - Salisbury, Ocean City	Manager (Ocean City) Night Baker (Ocean City) Associate (Ocean City)	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Assistant Service Manager Store Manager of Service Technician A	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Delivery Driver Pepsi (Trainee DOT) Merchandiser Sales Helper Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Customer Service Lead Dapec Machine Operator Edible Oil Refinery Operator Electronic Technician End User Computing Technician Fleet Tech Grain Crew Leader Jockey Driver Lab Technician-Edible Oil Refinery Maintenance Mechanic Maintenance Parts Clerk Production Associate Production Associate Line Lead Production Associate Live Hanger Refrigeration Operator Settlement Coordinator Soy Crush Operator Soy Crushing Crew Leader Specialty Crops & Refined Oil Coordinator Supply Room Associate	Apply online at https://www.perduecareers.com/
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 https://careers.petsmart.com/
Piedmont	Airline Administrative Assistant Airline Customer Service Agent Aircraft Avionics Technician Aircraft Maintenance Supervisor	Apply online at https://piedmont.jobs.net/

Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Body Piercer	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Plymouth Tube	Maintenance Supervisor Machine Operator	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth
Quality Staffing	Accounting Associate (Somerset, Worcester)	Apply online at https://easternshorejobs.com/
	Accounts Receivable Associate	
	Administrative Assistant	
	Alignment Tech	
	Assembler	
	Assembly Line/Packer (Somerset)	
	Bookkeeper-Accounting Associate	
	Certified Nursing Assistant	
	Civil CAD Designer	
	Clerical/Admin Assist	
	CNC Operator	
	Customer Service Professional	
	Customer Service Representative	
	Dishwasher (Ocean City)	
	Electrician (Worcester)	
	Electronic Technician	
	Filter Cavity Tech	
	Fabrication & Installation Technician I (Worcester)	
	Food Production Worker (Somerset)	
	Forklift (Worcester)	
	Groundskeeper	
	Heavy Equipment Operator	
	Housekeeper/Room Attendant (Worcester)	
	Industrial Painter	
	Inventory Processing Associate	
	Janitorial General	
	Lead Custodian-Supervisor	
	Line Cook (Ocean City)	
	Machine Operator	
	Manufacturing Manager	
	Master Planner	
	Packaging Associate (Somerset)	
	Packaging Tech	
	Plant Manager	
	Plant Worker & Packer (Somerset)	
	Plater	
	Property Maintenance	
	Quality Control Auditor	
	Sales Representative (Wicomico, Worcester)	
	Security Systems Technician	
	Short Order Cook (Ocean City)	

	Soldering Assembler	
	Tester- COVID-19 (Somerset)	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/
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 https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite Auto Glass	Seasonal Repair Specialist Customer Advocate	Apply online at https://www.safelite.com/careers
Salisbury University	Orchestra Manager Administrative Assistant I Executive Administrative Assistant I Administrative Assistant II Food Service Assistant Housekeeper Assistant	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Sales Coordinator (Salisbury) Sales Associate (West Ocean City) Operations Packaging Technician Operating Technician Manufacturing Brushmaker Operating Technician II	Apply online at https://www.sherwin-williams.com/

Shore Up - Wicomico, Worcester, Somerset	Health Services Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Secretary-Head Start/Early Head Start Child Development Associate Trainee Family Services Worker/Family Advocate Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer 911/Emergency Communications Dispatcher I Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	School Administrative Associate II	Apply online at https://www.somerset.k12.md.us/
SP Industries - Pocomoke City	Machine Operator	Apply online at https://www.spindustries.com/employment/
Staples	Print Production Sales Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor Print Production Lead	Apply online at https://retailcareers.staples.com/
State Of Maryland	Automotive Services Supervisor (Wicomico)	Apply online at https://jobapscloud.com/MD/
	Fiscal Accounts Technician Supervisor (Worcester)	
	<i>Ongoing recruitment</i> Direct Care Assistant I, II and Direct Care Trainee (Wicomico, Worcester, Somerset) MSP Trooper Candidate (Wicomico, Worcester, Somerset)	
Sun Communities, Inc.	Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Maintenance Technician Resort Pool Attendant Restaurant Cook Shuttle Operator Snack Bar Attendant Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate (Ocean City)	Apply online at https://www.lenscrafters.com/lc-us/careers
Sysco - Pocomoke	Kitchen Assistant Special Delivery Driver Diesel Fleet Mechanic Technician III Warehouse Order Selector Will Call Selector Returns/Putaway CDL A Local Delivery Truck Driver CDL A Local Delivery Truck Driver Trainee	Apply online at https://careers.sysco.com/

Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank	Customer Service Associate (West Ocean City/Ocean Pines, Ocean City)	Apply online at https://www.taylorbank.com/careers/join-our-team/
Texas Roadhouse - Fruitland	Server Line Cook	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Activity Aide (Crisfield)	Apply online at https://www.tidalhealth.org/careers
	Administrative Assistant	
	CAT Scan Technologist	
	Coordinator-Patient Accounts	
	Courier-Outpatient	
	ENDO Procedural Tech	
	Food Service-Cashier	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Identity and Access Account Specialist	
	Mechanic-Facilities (Crisfield)	
	Medical Assistant (Salisbury, Berlin, Crisfield, Ocean Pines)	
	Medical Laboratory Technician II	
	Medical Technologist (Salisbury, Crisfield)	
	Nursing Assistant (Salisbury, Crisfield)	
	Office Supervisor (Berlin)	
	Patient Care Assistant	
	Patient Care Technician I	
	Patient Care Tech II	
	Patient Service Representative (Salisbury, Berlin)	
	Phlebotomy -Inpatient Technician	
	Phlebotomy-Outpatient Technician (Salisbury, Crisfield, Ocean Pines)	
	Phlebotomy-Senior Outpatient Technician (Ocean Pines)	
	Radiologic Technologist	
	Receptionist-Security	
	Referral Coordinator	
	Representative-Billing/Collection	
	Representative-Patient Access	
	Representative-Patient Account	
	Scheduler-Cath Lab	

	Scribe Surgical Technologist Technician-Certified Central Processing Technician-Non-Certified Central Processing Technician-Pharmacy Certified Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	Key Holder Assistant Manager Sales Associate	Apply online at https://jobs.jobvite.com/torrid
Town of Berlin	Police Communications Officer Equipment Operator I Seasonal General Laborer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Police Records Technician Animal Control Officer Maintenance Worker Parks Worker Account Clerk Administrative Office Associate Bus Driver Solid Waste Worker I & II Office Associate III Beach Tractor Operator Beach Activities Assistant Building Maintenance Worker Vehicle Equipment Technician I Parks Worker As Needed Administrative Support Concessions Worker Tennis Attendant Surf Rescue Tech/Lifeguard Seasonal Maintenance Worker Boardwalk Comfort Station Attendant Building Maintenance Worker Concessions Supervisor Bus Maintenance Tech I Transportation Dispatcher Tram Driver Tram Conductor Ticket Seller Camp Horizon Day Camp Counselor Scamper Camp Day Camp Counselor	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Tri-County Council for the Lower Eastern Shore of Maryland	Ticket Sales Front Desk Customer Service Mobile Workforce Development Specialist	Apply online at https://tcclesmd.org/human-resources/

Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager (Salisbury) Beauty Advisor Hair Stylist Merchandise and Service Coordinator (White Marlin)	Apply online at https://careers.ulta.com/
UMES	Executive Administrative Assistant III	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Home Operations Supervisor Front Desk Specialist Property Caretaker Rentals Consultant Seasonal Runner Lead Housekeeper Seasonal Housekeeper Seasonal Maintenance Technician Sales Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Victoria's Secret - Centre at Salisbury	Seasonal Associate	Apply online at https://www.victoriassecret.com/careers
Walgreens - Salisbury, Berlin	Pharmacy Tech/Pharm Tech Apprentice (Berlin) Healthcare Customer Associate Customer Service Associate Pharmacy Cashier (Berlin) Shift Lead	Apply online at https://jobs.walgreens.com/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Accountant Field Production Vehicle Operator Traffic Coordinator Editor/Studio Assistant Master Control Operator Newscast Editor Creative Services Producer	Apply online at http://drapermediajobs.com/
WCDC	Janitorial Maintenance Residential Manager 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 http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at https://www.lifeatwestmarine.com/

Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Associate I Assistant Box Office Manager Convenience Center Attendant Crew Leader I Crew Leader-Recycling Human Resources Benefits Specialist Maintenance Technician Motor Equipment Operator I Police Communications Specialist I Solid Waste Technician Athletic Complex Seasonal Worker Bailiff-Circuit Court Concessions Manager Concessions Staff Cook Court Security-Civilian Crossing Guard Ferry Operator Kids Klub After School Staff Kids Klub Summer Camp Staff Maintenance Technician Maintenance/Janitorial Pemberton Nature Camp Counselor Sports Event & Services Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	School Clerical Positions for 2021-22 Contractual Administrative Assistant Contractual 1 on 1 CNA/Instructional Assistant	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Reader Van Coordinator	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee License Permit Clerk Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Transfer Station Attendant Plumber-Journeyman Vehicle and Equipment Mechanic Road Worker II and III General Laborer/Maintenance Worker I Swim Instructor Maintenance Program Monitor Crossing Guard Tax Collection Specialist	Apply online at https://worcesterrhr.co.worcester.md.us/
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Parks Worker Maintenance Program Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment

Wor-Wic Community College	Administrative Associate III	Apply online at https://www.schooljobs.com/careers/worwic?
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 Day Camp Coordinator	Apply online at http://www.ymcachesaapeake.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 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 https://www.zumiez.com/jobs



WE'RE GROWING!!!! - Crisfield Site

Sherwin-Williams is the largest paints and coatings company in the world. With \$15.8 billion in sales, more than 4,100 stores, and 140 manufacturing and distribution centers worldwide. Our 60,000 employees across the globe are diverse, innovative, and passionate. With a variety of rewarding and challenging opportunities, Sherwin-Williams is a great place to launch and grow a career. Sherwin-Williams has two plants worldwide that manufacture their brushes and rollers – Crisfield, MD and Portland, OR. The Crisfield, MD plant plays an integral role in the Company's continued success focusing on Operational Excellence: Safety, People, Service, Quality and Cost. Join us today!

Brushmaker – 2nd Shift \$18.14/Hour

Packer – All Shifts \$16.50/Hour

Finishing Operator – All Shifts \$19.19/Hour

XLine Operator – All Shifts \$19.73/Hour

****Night Shifts: \$1/HR Shift Differential**

Top Benefits Package

Retention Bonus – Up To \$1500

Apply on-line: [Careers.Sherwin.com/Crisfield](https://careers.sherwin.com/Crisfield)

PRODUCTION TEAM MEMBERS

\$14-18

per hour

WE'RE HIRING!

at Handy Crisfield Plant

BENEFITS:

- Health Insurance
- Employee Discount

SCHEDULE

- 8 or 10-hour day shifts
- Monday - Friday

SUPPLEMENTAL PAY:

- BONUS PAY

How to Apply:

- 1.) Provide copy of both:**
 - Valid Government Issued ID
 - Social Security Card
- 2.) Complete Application**
 - Online at handyseafood.com/apply
 - In-person at Handy Crisfield Plant
101 N. 7th St. Crisfield, MD
Monday - Friday from 8AM-5PM

**SCAN QR
CODE to
APPLY**

handyseafood.com
410-968-1772
101 N. 7th St. Crisfield, MD

Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR June 21, 2021 - June 25, 2021

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Job Order Number	Company	Position	Positions open
1391693	Salisbury University	Administrative Assistant I- Student Health Services	1
1391701	Salisbury University	Executive Administrative Assistant I	1
1392182	Mountaire Farms of Selbyville	General Laborer	55
1391683	Tri-County Council for the Lower Eastern Shore of Maryland	Ticket Sales	1
1391207	Airgas, Inc.	Production Associate (Cylinder Filler)	1
1392538	Frito Lay	Route Sales Representative	1
1392342	Orkin, LLC	Home Service Technician (Will Train)	1
1391228	Delmarva Management Group, LLC	Maintenance Technician	1
1390833	K&L Microwave, Inc.	Customer Service Rep	1
1390864	UniFirst	Warehouse Unloader/Loader (Non-CDL)	1
1390501	Worcester County Library	Library Service Assistant	1
1390652	Ecolab	Pest Control Technician	1
1390426	Town of Ocean City	Police Records Technician	1
1390420	Town of Ocean City	Bus Driver	1
1390432	Town of Ocean City	Animal Control Officer	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

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



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING

Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or
digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

Food Safety Regulations
The Importance of Food Safety
Time and Temperature Control
Good Personal Hygiene
Safe Food Preparation
Preventing Cross-Contamination
Cleaning and Sanitizing
HACCP (Hazard Analysis and Critical Control Points)
Allergens

Earn an official certificate documenting course hours and display your certificate on your resume!

Contact:

443-669-5846
digitalskills@goodwillches.org



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/ 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/) 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



Wor-Wic Community College

Free Metal Fabrication Training During Evenings: August 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 or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing training, contact Quality Staffing Services at (410) 742-2600 or visit 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 or email Dr. Rhonda Banks at rbanks@worwic.edu. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit 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 or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit 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

IN PARTNERSHIP with

goodwillches.org



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



Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

***Are you 18 to 24 years
old and want to get back
into school? Continue
your education? Or
interested in starting
a career?***

If so... Let's talk.

A proud partner of the
americanjobcenter
network

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: 443-669-6373
Email: adulthoodeducation@worwic.edu
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 (ABE) and English as a Second Language (ESL) classes
Due to COVID-19 restrictions, registration is now online.

ESL & ABE Virtual Summer Sessions July 15-Sept. 15

ESL- Daytime | ABE- Evening | Office Hours- Fridays



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**

Funding for the Adult Education program is provided by the MD Department of Labor



WOR-WIC
COMMUNITY COLLEGE
ESL Classes

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



TUESDAY, JUNE 22, 2021

Classes begin in September!

We will email details in early June, including the location and times of the registration session. There will be additional registration opportunities throughout the summer.

Students must be 18 years or older and a resident of Wicomico County to complete intake.

Students are placed in classes on a first-come-first- served basis.

There are no fees for intake, testing, or classes and documentation is not required.

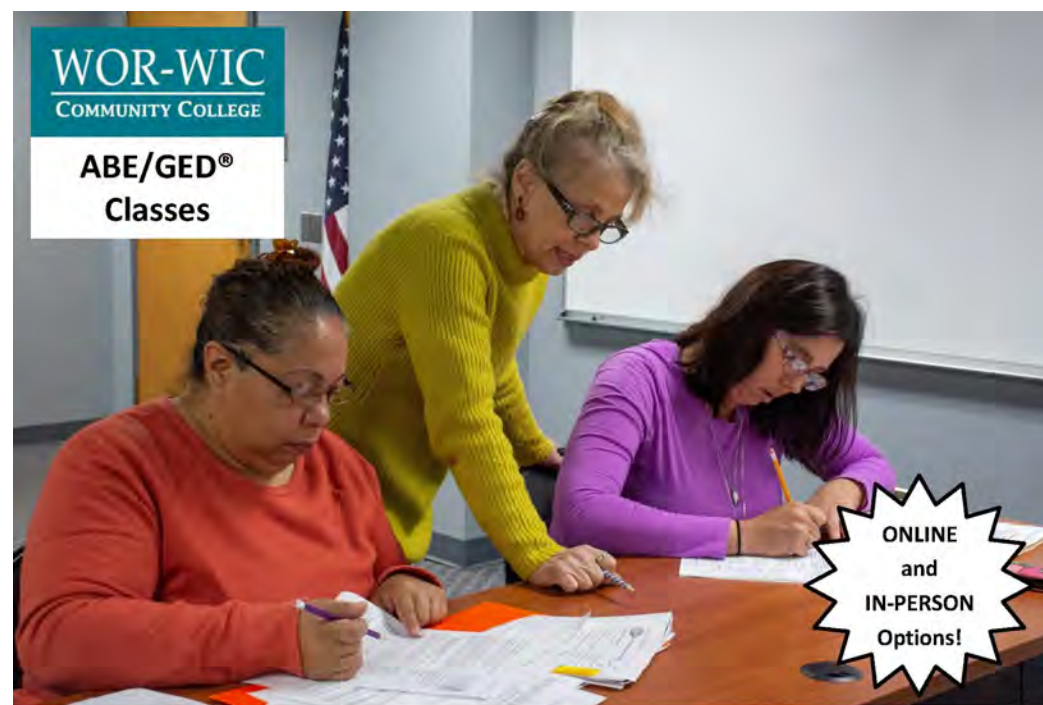
Children under 18 are not permitted during testing.

Contact us today to reserve your spot!

Call/Text: (443) 669-6373

OR Email:

adulthoodeducation@worwic.edu



WOR-WIC
COMMUNITY COLLEGE
**ABE/GED®
Classes**

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



TUESDAY, JUNE 22, 2021

Classes begin in September!

We will email details in early June, including the location and times of the registration session. There will be additional registration opportunities throughout the summer.

Students must be 18 years or older and a resident of Wicomico County to complete intake.

Students are placed in classes on a first-come-first- served basis.

There are no fees for intake, testing, or classes and documentation is not required.

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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.

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