

the Job Journal

**TIP
OF THE
WEEK**

What Are SMART Goals?

Specific, measurable, achievable, realistic, and time-bound (SMART) goals provide a framework for setting goals at work and in your personal life. Goals that meet the SMART criteria are generally easier to complete, measure, and explain to managers, teammates, and prospective employers.

Find out how SMART goals can help you succeed by defining your professional targets and giving you a framework to achieve them.

Definition and Examples of SMART Goals

SMART goals are clearly defined priorities that are possible to achieve in a given time frame. This type of goal setting helps you narrow your focus and direct your efforts with maximum efficiency. SMART is a mnemonic that helps you remember that these goals should be:

Specific: Vague goals are harder to achieve. To define your aim, look at the five W's: who, what, when, where, and why.

- **Alternate name:** Simple

Measurable: How will you measure success? You might set a goal to save the company a certain amount of money or compile a report in a set number of hours.

- **Alternate name:** Motivating

Achievable: Set ambitious but not impossible goals. Your target should be something you can achieve given the resources available to you.

- **Alternate name:** Attainable

Realistic: Even a stretch goal should be something that's realistically possible. Don't commit to something that will require you to work around the clock, spend every dime of the budget, or get everything right the first time. Leave room for human error.

- **Alternate name:** Reasonable

Time-bound: When will you perform this task or reach this deadline? Set a specific time. Vague timelines aren't motivating.

- **Alternate name:** Time-sensitive

How Do SMART Goals Work?

The idea behind SMART is that a goal that fulfills all its requirements is easier to meet and measure. Used correctly, SMART goals can help you achieve success, whether it's meeting a project deadline, getting a promotion, or training for a new career.

Important: SMART goals should be within your control. For example, if you want to get a raise at work, you can control some factors, such as hitting your numbers and communicating with your manager. But you can't control other factors, such as the budget or your manager's assessment of your abilities. Set goals around the factors over which you have influence.

Benefits of SMART Goals

SMART goal setting is a pragmatic approach to achieving your professional priorities. This framework has several benefits, including:

A clear finish line: Because the goal is time-bound, you know exactly when you're supposed to achieve it. This makes it easier to tell when you've succeeded, of course, but it also makes it harder to procrastinate.

Motivation and clarity: Being able to track your progress helps you stay motivated and engaged. Because SMART goals are measurable,

it's easier to see when you've gone off-track and to correct your course.

Better planning: The "realistic" factor helps you look critically at what you need to achieve your goal. This helps you decide whether achieving your goal is not just possible but probable given the resources at your disposal.

Setting SMART Goals for Your Career

Let's say you want to transition to a new career. SMART goal setting would help you drill down into the details of how to achieve that. Here's an example of how it might play out.

After doing some research, you determine that earning a certification will help you make a change to your new career. You learn as much as possible about the costs, time commitment, and requirements to complete the course. You decide you will earn this certification by the end of the year.

Here is how this scenario exemplifies SMART:

- **Specific:** You've targeted a certification and made plans to attain it.
- **Measurable:** Once you've completed the course and taken the exam, you will be certified in your new skill.
- **Achievable:** You have determined you have the resources to complete the certification, including the financial support and necessary time to devote to studying.
- **Realistic:** Taking this course and completing the exam might take some juggling, but you can manage it, given your other responsibilities.
- **Time-bound:** The goal has an end date—the point at which you become certified. In other words, you're not just committing to picking up skills "some day." There's a deadline.

Key Takeaways

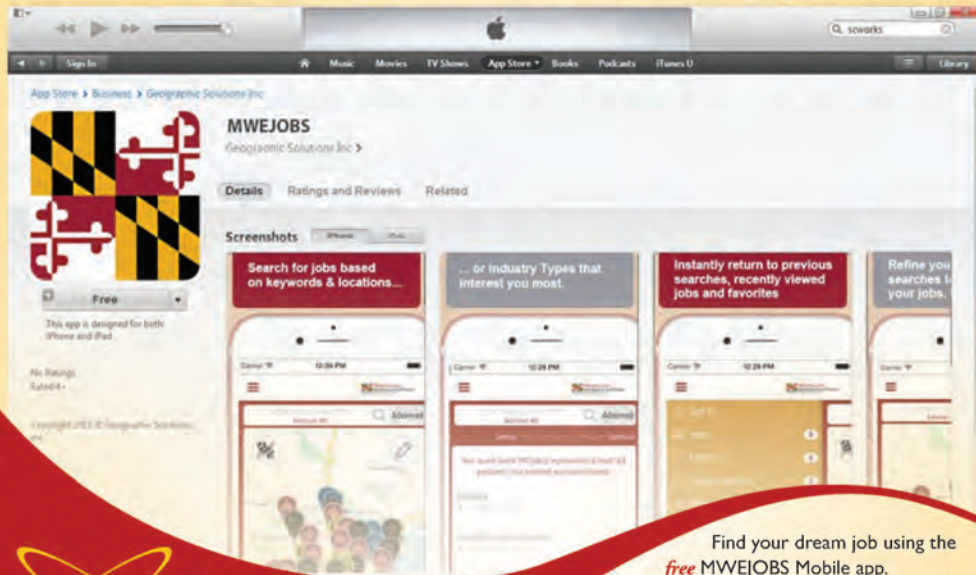
- SMART stands for Specific, Measurable, Achievable, Realistic, and Time-bound.
- SMART goals are a method of goal setting that creates a roadmap for achieving professional and personal goals.
- To fit within the SMART framework, your goals should have factors within your control and realistically achievable, given your resources and constraints.

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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@dllr.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.

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.albertsonscorporation.com/careers/en/our-companies/acme.html?our-companies=Acme
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Salesperson <hr/> <i>Pocomoke</i> Salesperson Store Hourly Retail Parts Pro	Apply on line at https://www.advanceautoparts.jobs/
ALDI	<i>Salisbury</i> Cashier Store Associate <hr/> <i>Berlin</i> Store Associate Cashier Assistant Store Manager	Apply online at https://careers.aldi.us/
Anchorage Healthcare Center	Cook Culinary Aide Activities Leader GNA	Apply online at https://jobs.apploi.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	Administrative Assistant CNA CT Technologist Emergency Department Tech Floor Care Tech Housekeeping Aide Housekeeping Supervisor Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Registration Specialist Scheduler Secretary/Nurse Technician Staffing Coordinator Surgical Services Inventory Analyst Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Management Trainee (Salisbury) Precision AG Consultant (Salisbury) Diesel/Farm Equipment Technician Small Engine Mechanic	Apply online at https://www.atlantictractor.net/employment
Atria	Cook	Apply online at https://www.atriaseniorliving.com/careers/
BesTemps	Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Carpenter (Showell) Dishwasher (Ocean City) General Laborer (Various locations) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Packaging Operator (Salisbury) Pest Control Technician (Bishopville) Production Associate (Pocomoke) Production Operator (Salisbury) Sales Associate (Salisbury) 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> Snack Bar Attendant Guest Service Specialist <i>Ocean City</i> Front Desk Manager Laundry Attendant Housekeeper Houseman Front Desk Agent	Apply online at https://bwdc.com/

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 Sales Associate	Apply online at https://www.boscovs.com/
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor	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> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter	Apply online at https://www.chesapeakeSHIPBUILDING.com/careers
Chesapeake Utilities	CGS Apprentice/Rail Car (Salisbury) Distribution Systems Technician I (Salisbury) Delivery Driver (Pocomoke, Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) Customer Service Representative I (Pocomoke)	Apply online at https://chpk.com/our-culture/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/
City of Fruitland	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 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 Operations Support Staff Trolley Bus Driver Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Signal and Lighting Tech Field Ops Technician Housing Code Enforcement Officer I Firefighter/EMT Administrative Assistant I or II Meter Tech Trainee I, II or III	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 Logistics Manager	
Coastal Hospice & Palliative Care	Certified Nursing Assistant (CNA) Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Coca-Cola Consolidated	Delivery Merchandiser Trainee Merchandiser Bulk Delivery Driver Checker-Warehouse CDL-A Delivery 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
Crothall Healthcare	Laundry Service	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper General Laborer Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate Retail Cashier	Apply online at https://www.dickssportinggoods.jobs/

Dove Pointe	CDL Driver Children's Program Aide Weekend Aide Job Coach Residential Program Coordinator Maintenance Floor Tech Aide Instructor House Counselor Mentor Maintenance Tech	Apply online at https://www.dovepointe.org/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
Encompass Health	Rehab Therapy Tech Rehab Nursing Tech I Admissions Representative	Apply online at https://www.encompasshealth.com/careers
Exelon Corp	Building Services Technician NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Administrative Assistant (Salisbury, Fruitland) Shipping Clerk (Salisbury) Medical Receptionist/Scheduling Secretary (Salisbury) General Labor (Salisbury)	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	Crew Member Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Salisbury</i> Quality Assurance Associate Center Store (Grocery) Associate Perishable Associate Customer Service Leader-Office Assistant Customer Lead Frozen Food-Dairy Associate Produce Associate Produce Sales Associate Deli Bakery Sales Associate Cake Decorator Produce Sales Manager Sales Associate Cashier <i>Fruitland</i> Quality Assurance Associate Produce Associate Assistant Deli Bakery Manager Frozen Food-Dairy Associate Center Store Associate Sales Associate (Cashier) Retail Pricing Coordinator Specialty Merchandise Associate Perishable Associate Deli Bakery Sales Associate Perishable Frozen Food Dairy Associate	Apply online at https://foodlion.careerswithus.com/

	<p><i>Berlin</i></p> <p>Produce Sales Associate Produce Associate Perishable Associate To Go Lead Sales Associate-Cashier Customer Service Leader Customer Lead</p>	
	<p><i>Crisfield</i></p> <p>Receiver Specialty Merchandise Associate Pricing Coordinator Quality Assurance Associate Produce Sales Associate Deli Bakery Sales Associate Perishable Associate I Perishable Frozen Food Dairy Associate To Go Lead Center Store Associate Sales Associate (Cashier) To Go Associate Customer Service Leader</p>	
	<p><i>Ocean City</i></p> <p>Customer Service Leader To Go Associate Deli Bakery Sales Associate Sales Associate-Cashier Hourly Seasonal Associate Produce Associate Center Store Associate</p>	
	<p><i>Princess Anne</i></p> <p>Deli Bakery Sales Associate Perishable Associate Sales Associate (Cashier)</p>	
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Holt Food and Paper Company	Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
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HomeGoods - Salisbury, Ocean City	Merchandise Coordinator (Salisbury) Sales Floor/Cashier (Salisbury)	Apply online at https://jobs.tjx.com/
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K&L Microwave	Electronic Assembler Electronic Technician Senior Electronic Technician	Apply online at http://www.klmicrowave.com/employment.php
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> Customer Service Associate Retail Associate Receiver Stocker Overnight Sales Associate Merchandising Service Associate Cashier <i>Pocomoke:</i> Delivery Coordinator Cashier Retail Associate Receiver Stocker Sales Associate	Apply online at https://jobs.lowes.com/

Lower Shore Clinic	Outpatient Services Medical Receptionist	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Assistant Store Manager (Salisbury) Retail Department Supervisor (Ocean City) Retail Associate (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Front Desk Clerk Day-Shift Server Golf Maintenance Laborer General Laborer 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	Customer Service Supervisor Customer Service Associate 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 Night Baker Associate	Apply online at https://jobs.panerabread.com/
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Pep Boys	General Service Technician Technician A Technician B Assistant Service Manager Store Manager of Service Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Delivery Driver Pepsi (Trainee DOT) Bulk Driver Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job

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Quality Staffing	<i>Wicomico</i> Machine Operator Clerical/Admin Assistant Janitorial General Heavy General Labor Property Maintenance Technician Soldering Assembler Plating Tech Electronic Assembler Housekeeper Alignment Tech CNA Alignment Tech Forestry Heavy Equipment Operator Janitorial Porter Packaging Tech Assembler Client Service Associate Facilities Maintenance Technician Restaurant Staff Filter Cavity Tech Shaft Driller <i>Worcester</i> Pocomoke Heavy General Laborer Shipping-Receiving Clerk Housekeeper/Room Attendant Scale House Attendant	Apply online at https://easternshorejobs.com/

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Red Lobster	<p><i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p>	Apply online at https://www.redlobster.com/
Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p>	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
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Sherwin Williams - Crisfield	Production Supervisor Operating Technician Packaging Operating Technician Manufacturing Extrusion Operator Production Team Lead	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Human Resources Assistant Receptionist/Intake Worker Certified Nursing Assistant Substitute Teacher Nutrition Aide Bus Aide Bus Driver Custodian Child Development Associate Trainee Teacher I Teacher II Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer Emergency Communications Specialist Cook/Counter Person Groundskeeper Automotive Mechanic Highway Worker I/Motor Equipment Operator I Scale House Attendant Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Human Resources Associate Substitute Custodians	Apply online at https://somerset.tedk12.com/hire/Index.aspx
SP Industries - Pocomoke City	Machine Operator Machine Processor Inventory Control Team Lead Material Handler I Picker/Packer	Apply online at https://www.spindustries.com/employment/
Staples	Retail Sales Print Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor	Apply online at https://retailcareers.staples.com/
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	Job Service Specialist III (Wicomico, Worcester, Somerset)	
	Personnel Clerk (Wicomico)	
	Revenue Examiner I (Wicomico)	
	Groundskeeper (Wicomico)	
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	Community Health Outreach Worker I (Somerset)	
	Office Secretary I (Somerset)	
	Correctional Officer II (Somerset)	

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	Representative-Billing/Collection Representative-Patient Account Scheduler Supervisor-Food Service Supervisor-Outreach Lab Technician-Core Technician-Non-Certified Central Processing Technician-Pharmacy Certified Unit Secretary	
TJ Maxx - Ocean City	Retail Associate Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Water Plant Operator Solid Waste Worker II/Driver Plumbing Inspector Vehicle Equipment Technician I Skate Park Worker Temporary Account Clerk I Building Maintenance Worker Winterfest Worker Greenkeeper Casual Labor Temporary Parks Worker Retention & Recruitment Coordinator Bus Driver Solid Waste Worker I & II Concessions Worker Concessions Supervisor Bus Maintenance Tech I Tram Driver Tram Conductor	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	Transit Bus Operator Tri-PEP Caseworker Landscape & General Maintenance Laborer Auto Mechanic	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Executive Administrative Assistant I	Apply online at https://umes.peopleadmin.com/postings/search

Vacasa - Ocean City	Front Desk Specialist-Rentals Consultant Local Operations Manager Property Caretaker Maintenance Administrative Assistant Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
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	Transactional Sales Assistant Program Coordinator Traffic Coordinator	Apply online at http://drapermediajobs.com/
WCDC	Personal Supports Facilitator Personal Care Assistant and Transporter Maintenance Assistant 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 http://www.lifeatwestmarine.com/
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate II Administrative Office Supervisor Correctional Officer I Maintenance Technician Motor Equipment Operator I Parks Facility Worker Police Communications Specialist I Records Assistant I Records Assistant II Athletic Complex Seasonal Worker Bailiff-Circuit Court Box Office Employee Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Maintenance Technician Maintenance/Janitorial Mower Operator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Technology Specialist II Contractual Food Service Worker Assistant Building Service Manager I, II & III	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx

Wicomico Public Library	Circulation Assistant Homework Help Center Supervisor	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Studio Technician Commercial Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Office Assistant IV Rental License Program Coordinator Emergency Communications Specialist I Emergency Communications Specialist Trainee 911 Call Taker Correctional Officer-Cook Correctional Officer Trainee Landfill Operator II Transfer Station Attendant Landfill Operator I Grounds Crew Foreman Road Worker II and III General Laborer/Maintenance Worker I Parks Worker III-IV Animal Control Officer Accounting Clerk II	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Public Schools	Educational Assistant Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Referee Parks Worker III or IV Gym Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Building Attendant	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Assistant Swim Team Coach 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.ymcachesapeake.org/employment

Lower Shore Family YMCA - Pocomoke City

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



Now Hiring



Where to find career opportunities?

www.mwejobs.maryland.gov



Serving Somerset, Wicomico and Worcester Counties

31901 Tri-County Way
Suite 111
Salisbury, MD 21804
www.lowershoreajc.org
(410) 341-6515

M-F 8am – 430pm



Christina Williams
Veteran Employment Rep.
410-546-6821 (office)
443-955-9147 (cell)



40th Anniversary
CHRISTIAN SHELTER
Salisbury, Maryland

If you would like to work at the shelter as part of the staff, please contact us at 410-749-5673 or click on a link below!

Facility Maintenance Technician J.O. 1451914

Youth Mentoring Program Lead J.O. 1451949

Nigh Staff Worker J.O. 1456227

"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."



JOBS OF THE WEEK

Job Order Number	Company	Position	Positions open
1456083	Maryland Department of Public Safety and Correctional Services	PSCS A/D Professional Counselor Supervisor	1
1457939	Rideout Transport LLC	CDL A Driver	1
1456888	Matheson Tri-Gas	Package Gas Driver 1	1
1456173	Pepsi Bottling Ventures	Bulk Driver	1
1456227	The Christian Shelter	Night Staff Worker	1
1458670	Transamerica Agency Network	Customer Service Administrator	1
1457938	Davita	Patient Care Technician - PCT (Berlin and Onancock Locations)	1
1458359	BAYADA Home Health Care, Inc.	Licensed Practical Nurse (LPN) - Adult Nursing	1
1459074	Peraton Inc.	Program Manager 3 (Targets - Clearance or ability to Obtain)	1
1458681	Sherwin-Williams Company	Sales Representative	1
1458684	Sherwin-Williams Company	Production Team Lead	1
1457580	K&L Microwave, Inc.	Electronic Assembler I	1
1457275	K&L Microwave, Inc.	RF Design Engineer	1
1458135	Caleres, Inc. - Famous Footwear	Assistant Manager (Part-Time)	1
1458137	Caleres, Inc. - Famous Footwear	Sales Associate (Part-Time)	1
1455923	Coach	Sales Associate (Ocean City)	1
1456199	Coach	Temporary Sales Associate	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."



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.dllr.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



SkillUp® Lower Shore
Register for Free Introductory Courses

BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

Course Topics Include:

- Digital Literacy
- Emotional Intelligence
- Effective Email
- Internet Skills
- Business Etiquette
- Word/Excel
- Communication
- Critical Thinking
- ...and more!



SIGN UP TODAY!

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

WHY E-LEARNING?

- Convenient - Accessible 24/7 from any location with high speed internet access
- Flexible - Matches your skill level and learning pace
- No cost - No tuition or travel costs
- Customers completing assigned work readiness training will be granted access to 5000+ additional courses.

For access to additional training and career services, please contact Lower Shore Workforce Alliance:

Phone - (410) 341-6515

Email - Training@LSWA.org

<https://lwsa.org>
<http://www.metrixlearning.com>

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

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

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



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

Contact:

443-669-5846
digitalskills@goodwillches.org

PHARMACY TECHNICIAN PROGRAM



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



Wor-Wic Community College

Free Metal Fabrication Training: M-F 5:30-9pm- March-June 2022 + July-Oct. 2022



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.

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

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 Dates: Nov. 2021-April 2022 + May-Sept. 2022



Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services, Crystal Steel 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 twelve 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.



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



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



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

ONLINE
AND
IN-PERSON CLASS
OPTIONS!

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPCIONES DE
CLASES
VIRTUALES Y
PRESENCIALES

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:
https://youtu.be/Rr_haUT5e0
2. Completar la Solicitud
<https://forms.office.com/r/gc5wgX4Wjn>
3. Envíe un correo electrónico a adulteducation@worwic.edu para programar una cita y completar las pruebas



El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPSYON
VITYÈL AK
NAN KLAS
MOUN

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:
https://youtu.be/8wh90VC_y4



2. Ranpli Aplikasyon an
<https://forms.office.com/r/gc5wgX4Wjn>

3. Imèl adulteducation@worwic.edu pou pran yon randevou ak ranpli tès plasman klas la

- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1st time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at www.ged.com. The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@worwic.edu to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

For more information: Call/Text, (443) 669-6373

Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@worwic.edu to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at War-Wic Community College or the Downtown Library in Salisbury.

For more information:
Call/Text, (443) 669-6373



INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.

Registration is now online!

Use the QR code to sign up or call/email us using the information below.

ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

Fall Semester: Sept. 13 - Dec. 17
Spring Semester: Jan. 3 - April 29

We offer day and evening classes with in-person and online options.



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
adulteducation@worcesterk12.org

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



INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de ingles (ESL). El registro está en línea.

ESL & ABE Virtual Sesiones

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

Semestre de otoño: 13 de sept - 17 de dic.
Semestre de primavera: 3 de enero - 29 de abr.

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

La financiación del programa de educación de adultos es proporcionado por el Departamento de Trabajo de Maryland



ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezèm lang (ESL) Enskripsyon an kounye a sou entènèt.

ESL & ABE klas yo

Semès Otòn: 13 septanm - 17 desanm
Semès prentan: 3 janvyè - 29 avril

Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulteducation@worcesterk12.org

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD



**WORCESTER COUNTY PUBLIC SCHOOLS ADULT EDUCATION
2021-2022**

Key: Class begins Class ends New Student begins Class closes Graduation Semester ends Make-Up Day

Month	S	M	T	W	Th	F	S	Notes
July						1	2	3
1 Online Registration begins	4	X	6	7	8	9	10	
5 Closed: Independence Day	11	12	13	14	15	16	16	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
August	1	2	3	4	5	6	7	
17 Graduation	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
September						1	2	3
6 Closed: Labor Day	5	X	7	8	9	10	11	
13 Fall Semester begins	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
October						1	2	
14 Public schools are closed	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
November						1	2	3
	4	5	6	7	8	9	10	11
	12	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	27
22 - 25 Closed: Thanksgiving Break	28	29	30					
December						1	2	3
17 End of Fall Semester	5	6	7	8	9	10	11	
20 - 31 Closed: Winter Break	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
January								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	X	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
								3 Spring Semester begins
								17 Closed: MLK Day
February								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	27	28						
								21 Closed: Presidents' Day
March								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
April								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
								4 Closed: Professional Day
								14 - 18 Closed: Spring Break
								29 End of Spring Semester
May								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
								30 Closed: Memorial Day
June								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

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

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>



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
mdlaborg

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