

the Job Journal



**TIP
OF THE
WEEK**

How To Find Unadvertised Job Openings

When you're looking for a job, it's easy to become focused on job boards and search engines and forget about other ways to find open positions. This kind of tunnel vision can mean missing out on the hidden job market—unadvertised job openings that are accessible only to those who look beyond what they can find online.

For a variety of reasons, you won't find every open job during an internet search. Companies may advertise some positions internally before posting them to the public, or they may choose to rely on employee referrals to fill open roles. Your dream job may also be something that's still evolving. If you sit back and wait for it to appear on a job search site, you may miss out on the chance to be part of building something new.

Your best bet when you are job searching is to cast a wide net and build a proactive job search strategy. Here are some ways to find unadvertised job openings.

Key Takeaways

- The hidden job market includes unadvertised job openings that employers fill by referrals, internal hires, or recruiting firms.
- The best way to access unadvertised jobs is to create a multipronged job search strategy based on networking, social media, recruiting and employment firms, and other forms of outreach.
- Develop and maintain a professional brand to maximize your chances of hearing from hiring managers and recruiters.

Where To Find Unadvertised Jobs

According to Jobvite's 2021 Job Seeker Nation Report, nearly 60% of job seekers learn about open positions on social media, from friends or ex-colleagues, or on employer websites. Meanwhile, just over one-quarter of candidates search for or find out about openings on online job boards.

Even though it's quick and easy to search and apply for positions using job sites, it's well worth expanding your search to include other sources. Not only will you expand the pool of available jobs, but you may be able to get a referral that will help give you an "in" at the company.

Apply Directly on Company Career Sites

It costs employers money to advertise open positions on many job sites. Advertising on their own company site, on the other hand, is free—so don't forget to check company job pages.

Job aggregators such as Getwork and Indeed index many company sites, so you may be able to use these tools to find open jobs.

Tap Your Network

According to recent surveys, up to 85% of jobs are filled through networking.² So if you're looking for work, the best thing you can do is let people know. Invest in your career network, which includes acquaintances, teachers, and people in your community, as well as current and former coworkers, clients, and managers. Let your contacts connect you with job openings, opportunities to schedule informational interviews, and other leads.

Use Social Media

Connect with employers, recruiters, and potential contacts on LinkedIn, Twitter, Instagram, and other social media sites. Keep your online presence professional, and remember that networking is about more than just finding open jobs. It's also an opportunity to develop your professional reputation and expand your list of contacts.

Use a Recruiter

While some employers rely on in-house recruiters to fill jobs, others contract with outside companies to perform this service. These specialists go by many names, including "recruiter" and "headhunter," and their job is to find qualified candidates

for open roles. Connecting with a recruiter can help you find unadvertised job openings and get the inside track on those that are good matches for your skill set. To find a recruiter, ask your network for recommendations, use an online directory such as *Recruiterly.com* or *Online Recruiters Directory*, or do a Google search for recruiters in your geographic area.

Target Employers

Do you have a list of employers you'd love to work for? If not, consider making one. Once you have target employers in mind, it's easy to use social media to connect with hiring managers and find job opportunities at your dream companies.

Look for Temp-to-Hire Positions

A temporary job can be more than just a way to make some cash. Many employers hire temporary workers on a full-time basis once they've completed their contracts and proven themselves on the job. Temp-to-hire positions also give you a chance to try on new roles and determine whether a situation is a good fit for you.

Freelance

Freelancing is another way to try on jobs before you commit. Working as a freelancer can also help you develop your skill set, build work experience, and find new career paths.

Attend Job Fairs

Job fairs can help you reach out to multiple employers in a short period of time. These events are typically organized by companies, professional organizations, and colleges and universities. They take place in convention centers, on campuses, and even online.

Volunteer

Volunteering is a great way to build your resume, make contacts, and even find jobs at organizations that are meaningful to you. To get the most out of the experience, treat your volunteer work as you would a job—be professional, responsible, and committed.

Build an Online Presence

In today's job market, it's not enough to avoid social media mistakes. You also have to cultivate an online presence that demonstrates your skills, experience, and professional reputation. Think of it as developing your brand. Ideally, your online presence should reflect consistency, professionalism, and expertise. It should also show that you can connect with others in your industry, keep on top of trends, and be a good colleague.

Doyle, Alison. "How To Find Unadvertised Job Openings." *The Balance Careers*, Dotdash, 20 January 2022, <https://www.thebalancecareers.com/how-to-find-unadvertised-job-openings-5216582>.

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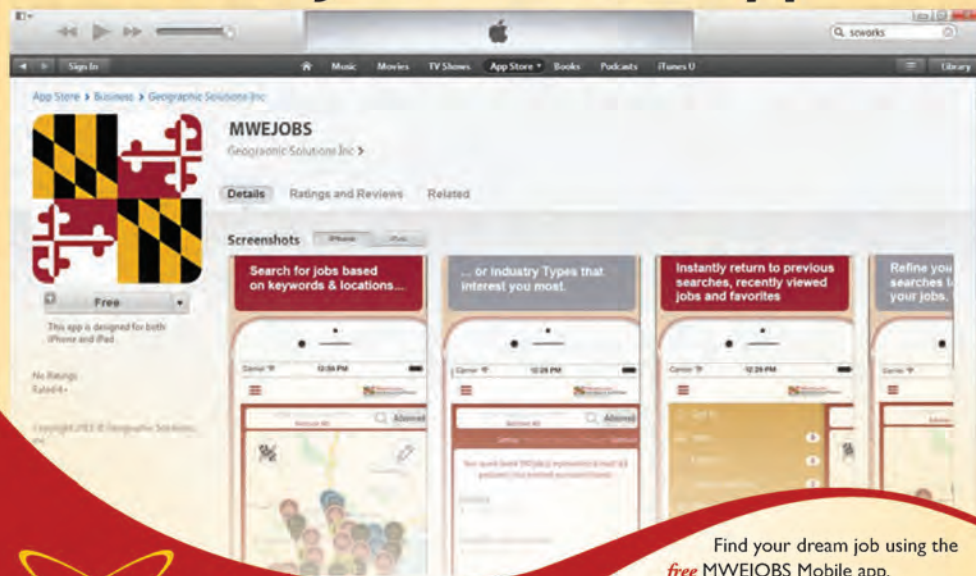


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To subscribe to *THE JOB JOURNAL* email your request to wicomico.ajc@maryland.gov

Tri-County Workforce Development Initiative
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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App

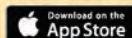


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The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

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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 & Career Specialists

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Bill Draucker
Jorge DeJesus Jr.
Andrea Kenney
Killian Walker
Twanda Stanley

Veterans Representative

J. Zack Walker
Cherice Johnson
Christina Williams

Reentry Navigator

Open Position

Email:

dlwdalsalsbury-LABOR@maryland.gov

31901 Tri-County Way
Salisbury, MD 21804



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.

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.



JOB AND CAREER FAIR

Hosted by the Salisbury Area
Chamber of Commerce &
Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees &
open to the community

Resume assistance is available at event

Bring multiple copies of your resume &
don't forget to dress for success!

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for more information.

Thursday
October 6, 2022
3:00 - 6:00 PM

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See registration form
for details!

BUSINESSES

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Lower Shore Area

To reserve a space,
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at amorgan@salisburyarea.com
or call 410-749-0144 x 102.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme	<i>Ongoing recruitment</i> Store Associate Meat Cutter In-Store Shopper Night Crew Pharmacy Clerk Cake Decorator Pharmacy Technician	Apply online at https://www.acmemarkets.com/
Advance Auto Parts	Store Hourly Store Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
Anchorage Healthcare Center	Nurse Aide in Training GNA Certified Medication Aide	Apply online at https://jobs.apploi.com/profile/communicarefamily
Applebee's	Bartender Server Carside To-Go Specialist Host Line Cook	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	AGHS Rad Tech/Medical Office Assistant Anesthesia Tech/Transporter Certified Coding Specialist Certified Pharmacy Tech Housekeeping Aide Medical Office Assistant Medical Receptionist Patient Greeter Peer Recovery Specialist Public Safety Officer Scheduler Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Grounds Maintenance (Salisbury) Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Service Writer (Salisbury) Lawn & Garden Mechanic Agriculture Equipment Mechanic Diesel Technician Lawn & Garden Salesperson (Pocomoke) Turf Technician (Pocomoke)	Apply online at https://www.atlantictractor.net/employment
BesTemps - Various locations	Administrative Assistant Assembler Banquet Server Carpenter Dishwasher Filter Technician Maintenance Technician Pest Control Technician Production Associate Production Operator	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blind Industries	Cutting Operations Associate	Apply online at https://www.bism.org/career

Blue Water	Berlin Maintenance Technician	Apply online at https://bwdc.com/
	Ocean City Night Auditor Houseman Beach Stand Attendant Front Desk Agent Houseman Housekeeper Property Accounts Payable Specialist	
	Whaleyville Maintenance Technician Activities Supervisor Camp Ranger Housekeeper Camp Host Camp Store Associate Snack Bar Attendant	
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor General Manager Grill Cook Front of House Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's	Sales Associate Department Manager	Apply online at https://www.boscovs.com/
Burlington	Shortage Control Lead Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor Retail Store Closing Lead	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	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 Class A Hazmat Propane Delivery Driver Customer Service Rep I Customer Billing Rep I Field Coordinator I Operations Assistant I Distributions Systems Technician I Propane Delivery Driver Service Technician I Back Office Analyst I	Apply online at https://chpk.com/
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City of Fruitland	Certified Building Inspector Waste Water Treatment Plant Superintendent	Apply online at https://www.cityoffruitland.com/
City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level/Lateral Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Electrician/Signal & Lighting Tech Utility Tech I Wastewater Plant Mechanic Wastewater Plant Operator I Water Plant Maintenance Operator Water Plant Operator I/II Zookeeper I Zookeeper II Police Communications Officer Quartermaster Records Management Technician Victim/Witness Coordinator Bus Operator Field Operations Tech Zoo Educator	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.
Coastal Hospice & Palliative Care	Certified Nursing Assistant Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke	Poultry Farm Worker Brood House Feed Conversion Worker	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Local Class A Driver Delivery Merchandiser Trainee Route Sales Warehouse General Laborer Merchandiser	Apply online at https://cokeconsolidated.jobs.net/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Compass Group	Housekeeper Patient Transporter	Apply online at https://careers.compassgroupcareers.com/
CVS	Shift Supervisor Management Trainee Trainee Pharmacy Technician Retail Store Manager Delivery Driver Retail Store Associate Pharmacy Technician	Apply online at https://www.cvs.com/

Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper General Laborer Warehouse Driver Welder Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Cashier Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Maintenance Director Instructor Direct Support Professional Mentor Aide Childrens Program 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	Nutrition Services Aide Environmental Services Aide Floor Technician Rehab Nursing Tech I	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Journeyman Lineman SCD NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Legal Secretary/Paralegal Senior Relationship Manager Administrative Assistant Voice Communications Technician Compensation and Total Rewards Specialist Filling Line Operator Claims Coordinator	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew Member Shift Manager Assistant Manager General Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Salisbury</i> Deli Bakery Sales Associate Produce Sales Associate To Go Associate Sales Associate Cashier Quality Assurance Associate Frozen Food Dairy Associate Center Store Associate Perishable Associate Cake Decorator Customer Lead	Apply online at https://foodlion.careerswithus.com/

	<i>Fruitland</i> Assistant Manager Customer Service Specialty Merchandise Associate Pricing Coordinator Produce Sales Associate Frozen Food Dairy Associate Center Store Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	
	<i>Berlin</i> Perishable Manager Center Store Associate Perishable Associate Center Store Lead Customer Service Leader Deli Bakery Sales Associate Customer Lead Sales Associate-Cashier	
	<i>Crisfield</i> Center Store Associate Deli Bakery Sales Associate Customer Lead To Go Associate Customer Service Leader Sales Associate (Cashier)	
	<i>Ocean City</i> Perishable Associate Deli Bakery Sales Associate Sales Associate Cashier Customer Service Leader To Go Associate Cake Decorator Seasonal Associate Center Store Associate Seasonal Resort Floater Specialty Merchandise Associate	
	<i>Princess Anne</i> Pricing Coordinator Cake Decorator Produce Sales Associate Perishable Associate Center Store Associate Deli Bakery Sales Associate Sales Associate (Cashier)	
Genesis Health Care	Cook Paid Nurse Aide Training Scheduler Driver Guest Services Director Geriatric Nursing Assistant (GNA) Bookkeeper Certified Medicine Aide (CMA) Dietary Aide	Apply online at https://www.genesiscareers.jobs

The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
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Harrison Senior Living	Geriatric Nursing Assistant CMT Dietary Aide Housekeeper Cook	Apply online at https://harrisonseniorliving.com/
HEI Hotels - Fontainebleau Resort Ocean City	Food Runner/Busser Cook I Maintenance Food & Beverage Manager Food & Beverage Assistant Manager Bartender Conference Services Manager	Apply online at https://www.heihotels.com/
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Designer-Kitchen/Bath Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate	Apply online at https://careers.homedepot.com/
Hudson Behavioral Health	Housekeeping Aide Peer Recovery Specialist Behavioral Health Aide Residential Case Manager	Apply online at https://hudsonhealth.org/careers/
K&L Microwave	Electronic Technician Electronic Assembler Customer Service Representative CNC Machine Operator	Apply online at https://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	Head Cashier Merchandising Service Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	Residential Peer Specialist Home Health Aide CNA/GNA Residential Community Health Worker Personal Care Aide	Apply online at https://www.lowershoreclinic.org/careers

Marshall's	Retail Associate (Salisbury) Retail Store Cleaning Associate (Salisbury) Retail Customer Experience Supervisor (Salisbury) Retail Stockroom Supervisor (Salisbury) Retail Merchandise Associate (Ocean City) Store Cleaning Associate (Ocean City) Retail Merchandise Supervisor(Ocean City)	Apply online at https://jobs.tjx.com/
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Ocean Pines Association	Swim Instructor Beach Club Bathroom Attendant Aquatics Front Desk Facility Coordinator Dispatch/Communications Officer Golf Maintenance Laborer Prep & Line Cook Server Bartender 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 Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Seasonal 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	<i>Ongoing recruitment</i> Manager Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	<i>Ongoing recruitment</i> 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 Auto General Service Technician Technician B Customer Service Advisor	Apply online at https://careers.pepboys.com/

Pepsi	Beverage Equipment Trainee Warehouse Associate Fleet Tech B Transport Driver	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Claims Coordinator Diesel Fleet Technician Edible Oil Refinery Supervisor End User Computing Technician Feed Mill Driver Freight Payable Clerk Grain Crew Leader Grain Operator Lead Maintenance Mechanic Maintenance Mechanic Maintenance Support Coordinator Micro Health Services Tech 4 Panel Operator Production Associate Production Associate Lead Production Associate Line Lead Regional Payroll Specialist Safety Verifier Shared Services-Organic Trading Coordinator Soybean Crush Operator Weighing & Grading Operator	Apply online at https://www.perducareers.com/
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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.peoplematter.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 Bartender Cook	Apply online at https://www.rubytuesday.com/careers
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Sherwin Williams - Crisfield	Extrusion Operator Operating Technician Packaging	Apply online at https://www.sherwin-williams.com/

Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver Health Services 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 Groundskeeper	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	School Admin Associate I Substitute Custodian Substitute Food Service Worker	Apply online https://www.somerset.k12.md.us/
SP Industries - Pocomoke	Maintenance Mechanic IT Support Specialist Material Technician Assembler I Machine Processor I Picker/Packer Quality Technician Shipping & Receiving Clerk Production Supervisor Machine Operator I Packaging Machine Operator Mold Press Operator Plastic Fabricator Line Leader	Apply online at https://www.themuse.com/profiles/spindustries
Staples	<i>Ongoing recruitment</i> Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Retail Sales Print Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Building Security Officer II (Wicomico)	Apply online at https://jobapscloud.com/MD/
	Cook II (Wicomico)	
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	Personnel Associate II (Wicomico)	
	Office Services Clerk (Wicomico)	
	Field Aide (Wicomico, Worcester, Somerset)	
	Fiscal Accounts Technician Supervisor (Worcester)	
	Administrative Specialist I (Worcester)	
	Office Services Clerk (Worcester)	
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	Medical Care Program Associate I (Worcester)	

	Seasonal Trail Technician (Worcester)	
	Administrative Aide (Somerset)	
	Community Health Outreach Worker I (Somerset)	
	Correctional Dietary Officer Trainee (Somerset)	
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Sysco - Pocomoke	Special Local Delivery Truck Driver Culinary Specialist CDL A Local Delivery Truck Driver Warehouse Order Selector Specialist, Premium Protein	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) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
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Texas Roadhouse - Fruitland	Server Line Cook Server Assistant-Busser Line Cook-Broil/Grill Baker Dishwasher Host To Go	Apply online at https://careers.texasroadhouse.com/
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	Administrative Assistant	
	Assistant-Lifeline Program	
	Audiovisual Technician	
	Billing/Collection Representative	
	CNA Trainee	
	Client Support Technician	
	Console Operator	
	Courier	
	Data Administrative Assistant	
	ENDO Procedural Tech	
	Food Service-Cook	
	Medical Assistant	
	Nursing Assistant	
	Nursing Office Coordinator	
	Parking Attendant	
	Patient Account Representative	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative	
	Phlebotomy Technician	

	Program Administrative Operations Assistant Pulmonary Technician Radiologic Technologist Representative-Patient Account Scanner Scheduler Scribe Security Guard Security Receptionist Supervisor-Outreach Lab Supply Chain Tech Surgical Scheduler/Medical Assistant Surgical Technologist Technician-Certified Central Processing Technician-Pharmacy Certified Telesitter Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Electric Line Worker 1st Class Police Communications Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Parks Worker Carpenter Maintenance Worker Plant Operator I Heavy Equipment Operator Vehicle Equipment Technician II Firefighter/EMS Youth Sports Official Basketball/Indoor Soccer Scorekeeper/Timer Casual Labor Building Maintenance Worker Temporary Parks Worker Police Data Clerk Surf Rescue Tech/Lifeguard Boardwalk Comfort Station Attendant Seasonal Maintenance Worker Solid Waste Worker I & II	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Tri-County Council for the Lower Eastern Shore of Maryland	Driver-Public Transit Systems Support Associate Office Services Clerk	Apply online at https://tcclesmd.org/

Trimper's Rides - Ocean City	Game Attendant Graphic Designer Social Media and Events Coordinator Ticket Box Operator Office Assistant Head of Housekeeping Housekeeper Carpenter Ride Mechanic Ride Operator	Apply online at https://www.trimperrides.com/about-us/employment/
Ulta Beauty - Salisbury, Ocean City	Assistant Stylist (Salisbury) Beauty Advisor Prestige Beauty Advisor Hair Stylist General Manager (Ocean City)	Apply online at https://careers.ulta.com/
UMES	Office Clerk I Administrative Assistant I General Assistant Administrative Assistant II	Apply online at https://umes.peopleadmin.com/
Vacasa - Ocean City	Owner Relations Manager Maintenance Technician Office Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Cable Splicing Technician Retail Sales Representative Spanish Bilingual Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Service Shop Technician III Service Shop Entry Technician Service Shop Preventative Maintenance Technician Service Shop Repair Technician 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	Accountant Promotions/Event Assistant Traffic Coordinator Radio Account Executive Media Specialist	Apply online at https://www.drapermediajobs.com/jobs/
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at http://www.lifeatwestmarine.com/
Wicomico County	911 Specialist I	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Associate Equipment Operator	
	Audio/Visual Tech	
	Correctional Officer I	
	Crew Leader	
	Department Assistant	
	Events & Services Coordinator	

Facilities Maintenance Technician
Facility/Grounds Worker
Ferry Operator
Human Resources Specialist/Benefits
Lead Equipment Operator
Maintenance Crew Leader I
Maintenance Mechanic
Maintenance Technician
Mechanic-Airport
Police Communications Specialist I
Project Coordinator II
Purchasing Specialist
Senior Department Coordinator
Solid Waste Superintendent
Supervisor of Operations
Traffic Control Device Specialist
Athletic Complex Seasonal Worker
Building Security
Concessions Manager
Concessions Staff
Convenience Center Attendant
Cook
Court Security-Civilian
Crossing Guard
Emergency Management Technician
Encore Chef
Encore Concessions
Encore Server
Kids Klub After School Staff
Kids Klub Summer Camp Staff
Mosquito Control Technician
Mower Operator
Park Ranger
Pemberton Nature Camp Counselor
Pemberton Nature Camp Director
Program Coordinator-Youth Sports & Special Events
Rig Crew Member
Stagehand
Weed (Lead) Control Coordinator

Wicomico County Public Schools	Home School Liaison Associate Systems Analyst Facilitator for Beyond the Ropes Course Contractual Transportation Positions Contractual Administrative Assistant Contractual Custodian Contractual Food Service Worker Custodian I and II Maintenance Foreman-HVAC Site and Grounds Worker I Food Service Manager II Maintenance Technician III-HVAC	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Mobile Services Assistant Community Support Specialist	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Technical Director Studio Technician	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Landfill Operator I-II Transfer Station Attendant Building Maintenance Mechanic I Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Plant Operator Legal Assistant	Apply online at https://worcesterrhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	Residential Coordinator Awake Overnight Residential Counselor Art and Activities Instructor Personal Supports Facilitator Weekend Residential Counselor	Apply online at https://wcdcservices.org/
Worcester County Public Schools	Before and After Childcare Director Custodian II Contractual Food Service Worker Educational Assistant Systems Technician Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Recreation Superintendent Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Audio-Visual Support Analyst	Apply online at https://www.schooljobs.com/careers/worwic?

YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>Assistant Swim 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</p> <hr/> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>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</p>	<p>Apply online at http://www.ymcachesapeake.org/employment</p>
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Kit Assembler Job Description, Production Department

ROLE AND RESPONSIBILITIES

Responsible to assemble kits using a safe, efficient manner in accordance with procedures and work instructions, and ensuring product is free of defects and debris. Responsibilities also include maintaining a clean and neat work environment to ensure workplace efficiency and safety of team members and product.

Responsibility also includes other duties as assigned by supervisor/manager.

All team members are expected to work and communicate respectfully with all departments and team members.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Good hand eye coordination

PREFERRED SKILLS

N/A

ADDITIONAL NOTES

Reports to Machine Operator and Production Manager

Employee is to be aware of the Quality Policy and to offer improvement ideas to their supervisor

Material Handler Job Description, Supply Chain Department

ROLE AND RESPONSIBILITIES

Responsible to unload and receive incoming components, stage break down and put away components, accurately recording all information identified in picking and receiving procedures

Responsibility also include other duties as assigned by supervisor/manager

All team members are expected to work and communicate respectfully with all departments and team members

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or GED Required

PREFERRED SKILLS

Valid driver's license

Forklift Operator License

ADDITIONAL NOTES

Reports directly to Warehouse Supervisor

Employee is to be aware of the Quality Policy and to offer improvement ideas to their supervisor

Interested applicants please email your resume to
aimee.levesque@trinitysterile.com

201 Kiley Drive • Salisbury, Maryland 21801

800-829-8384 • Fax 410-860-2913 • www.trinitysterile.com

Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR August 29, 2022 - September 02, 2022

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Job Order Number	Company	Position	Positions open
1656139	Quality Staffing Services, Inc.	Procurement Specialist	1
1656021	Trinity Sterile Inc.	Kit Assembler	10
1656680	Salisbury University	Facility Services Night Operations Manager	1
1656667	CCBCC Inc	Local Class A Driver	1
1656473	Lincare, Inc.	Customer Service Rep	1
1657111	Bel-Art Products	Assembler I	1
1657817	Orkin, LLC	Home Service Sales Inspector (Will Train)	1
1656974	Chesapeake Utilities Corporation	Class A Hazmat Propane Delivery Driver	1
1656944	HEI Hotels & Resorts	Food Runner/Busser	1
1655361	Atlantic Emergency Solutions	Heavy Truck/Diesel Mechanic	1
1644652	Pepsi Bottling Ventures	Warehouse Manager II	1
1644235	Rite Aid of Maryland, Inc.	Pharmacy Technician & Technician Trainee	1
1656102	Sherwin-Williams Company	Operating Technician Packaging	1
1655123	Matheson Tri-Gas	Package Gas Driver 1	1
1657071	Vulcan Materials Company	Linehaul Deckhand	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."



MARYLAND JOBS NOW
 A proud partner of the American Job Center network



Attention Job Seekers -
Looking for something new? Work in Maryland's Coast!

COASTAL *Careers* Job Board

WORCESTER COUNTY, MD

Connecting the community with local jobs and careers
Find your new seasonal, part-time or full-time career on the Job Board

www.workmarylandscoast.org



No account is needed to view available jobs!

MARYLAND'S
Coast
WORCESTER COUNTY

For more information contact:
Workforce Development Specialist
Nancy Schwendeman, 410-632-3112 x2120
nschwendeman@marylandscoast.org



CAREER & TRAINING SERVICES

The Lower Shore Workforce Alliance (LSWA) receives funding to provide Workforce Innovation and Opportunity Act (WIOA) Title I training services. LSWA provides funding for a variety of training and supportive services and strives to meet each individual's specific needs. Such services include skills and career assessments, occupational skills training, career counseling and referral services, which allow participants to become economically self-sufficient.



HOW DO I APPLY

Training Courses

To search for eligible trainings, please visit the Maryland Eligible Training Provider List
<http://www.dllr.state.md.us/employment/train/>.

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.

✓ Register in MWE

Register in the Maryland Workforce Exchange,
<https://mwejobs.maryland.gov>
 and create a resume

✓ Speak with an Intake Coordinator

To see if you are eligible and to complete an application.



CONTACT US

Lower Shore Workforce Alliance
 Located at the American Job Center
 31901 Tri-County Way
 Salisbury, MD 21804

410-341-6010
www.lswa.org

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay

Service 7-1-1

American Job Center ^{Lower Shore} SkillUp® Lower Shore Register for Free Introductory Courses

Serving Somerset, Worcester and Worcester Counties

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
- Internet Skills
- Communication
- Emotional Intelligence
- Business Etiquette
- Critical Thinking
- Effective Email
- Word/Excel
- ...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://lswa.org>
<http://www.metrixlearning.com>



LOWER SHORE WORKFORCE ALLIANCE

LOWER SHORE

4+E

PARTNERSHIP

ENGAGE

- Online Learning Platform
- Virtual Job Fair Events
- Survey Employers to Address Specific Needs
- Online Application for Participation

EDUCATE

- Online Training Incentives: We pay tuition and cash incentives for completing.
- Educational Coaching
- Online Courses and Certifications

EMPLOY

- Re-Employment Incentives: We pay 50% of wages for four weeks.
- Job Fairs/Recruitment Events
- Job Readiness Training
- Career Counseling

EQUIP

- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits



For More Information:

David Noonan, Grant Manager
31901 Tri-County Way, Suite 113
Salisbury, MD 21804
Phone: (410) 341-3835, ext. 1103
Email: dnoonan@lswa.org
Website: www.lswa.org

This program is funded by a grant provided by the Maryland RELIEF Act of 2021. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay Service 7-1-1

Wor-Wic Community College Free Welding Training for Eligible Candidates Projected Dates: Nov 2022-March 2023 & May-Sept 2023



Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon, 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.

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

Free Metal Fabrication Training: M-Th, 5:30-9pm-August-Nov. 2022 + January-May 2023



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 Thursday for 17 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 metal fabrication career-changing training, contact Quality Staffing Services at 410) 742-2600 .

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 238 hours of evening instruction and practice over 17 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 measure, layout, form, cut and assemble metal pieces, then learn how to weld pieces together. Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Some 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.



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



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

CVSHealth

BALTIMORE CITY
COMMUNITY COLLEGE

Goodwill
Industries of the Chesapeake, Inc.



FOODWORKS
MARYLAND FOOD BANK

CULINARY JOB TRAINING PROGRAM



Food Works – Wicomico County is an opportunity to receive 12 weeks of intense culinary training! SERVSafe & assistance in job placement!

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

Contact:

mdfoodbank.org/apply-foodworks

Kerry Cleaver • kcleaver@mdfoodbank.org • 443.253.8605 • 410.334.2815

Monday – Friday 9:30am-6pm • Must be 18+

WOR-WIC
COMMUNITY COLLEGE

32000 Campus Dr, Salisbury, MD 21804



YOUR INSTITUTION, OUR MISSION



Telamon Corporation

Young Adult Career & Education Program



Sheronda Brown
sbrown@telamon.org
410-713-5822
www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.


Do you know an 18-24 year old who is not returning to college this fall, or struggling to enroll, due to multiple barriers?

Telamon's young adult program could help them navigate their barriers and help them return to college, more prepared and with an additional advocate.


Our Workforce and Career Training Division team members work with eligible participants to create a personalized education and/or workforce plan.

This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

Let us **HELP** you increase your completion rates and/or increase enrollment into your training programs!

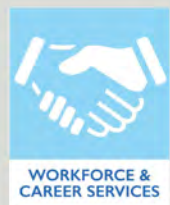


YOUR VISION, OUR MISSION



Telamon Corporation

Young Adult Career & Workforce Program



LyVea Oliver
loliver@telamon.org
410-202-6489
www.telamon.org

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.

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.

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/ltEFyzV3q0s>



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/lRr_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 us not authorized to schedule, reschedule, or administer the Official GED® Test.

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 Wor-Wic Community College or the Downtown Library in Salisbury.

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

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



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.

**We are currently accepting
registrations for summer and fall
sessions!**

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 inglés (ESL).
El registro está en línea.*

Clases de ESL & ABE

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

**¡Actualmente estamos aceptando
inscripciones para las sesiones de
verano y otoño!**

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
proporcionada 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 dezyèm lang (ESL)
Enskripsyon an kounye a sou entènèt.*

ESL & ABE klas yo

**Kounye a nou aksepte
enskrripsyon pou sesyon ete ak
otòn!**

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

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.

DO YOU NEED YOUR DRIVER'S LICENSE? WE CAN HELP!

Is transportation a barrier to:

A new job?
Taking classes?
Helping your family?



Don't have a computer to go online?

**Wor-Wic
Community
College Offers:**

Can't get to the facility to complete
the driving portion?

**Scholarships to reduce
the cost to as little as \$50!!!**

**Laptops to borrow to complete
the online classroom at home!**

**A ride to and from your Behind-the-Wheel
drives!**

**Don't let these barriers keep you from the freedoms of
having your driver's license!**

Register at :

**[https://www.worwic.edu/
DriverEducation](https://www.worwic.edu/DriverEducation)**

YOU CAN GET YOUR LICENSE!

**For more information, contact:
Kelly Carey, 410-334-6729, kcarey@worwic.edu**

**WOR-WIC
COMMUNITY COLLEGE**



**MARYLAND
LEGAL AID**

*Advancing Human Rights and
Justice for All*

AmericanJobCenter
Serving Somerset, Worcester and Worcester Counties

Free Workforce Legal Services

- ◆ Do you need help expunging your criminal record?
- ◆ Are you being sued or harassed by bill collectors?
- ◆ Do you need help navigating family law matters?
- ◆ Are you facing eviction or foreclosure?
- ◆ Do you have a landlord-tenant issue?



Maryland Legal Aid may be able to help.

Meet one-on-one with a Maryland Legal Aid attorney to discuss your civil legal issues and get help expunging your criminal record.

Location:

Lower Shore American Job Center
31901 Tri-County Way
Salisbury, MD 21804

Time:

9:00 a.m. to 4:00 p.m.

Dates:

1st and 3rd Thursday of every month
beginning in May

Registration is not required. Attendees are assisted on a first-come, first-served basis.
For more information contact Maryland Legal Aid's Lower Eastern Shore office at 410-546-5511.

Worcester County Circuit Court

Family Law Legal Clinic For Self-Represented Litigants



**Family Services Division
Court House, Room 101
One West Market Street
Snow Hill, Maryland 21863**

Website:

To access Family Law
Forms online go to:
www.mdcourts.gov
Click on:
"Court Forms"

Statewide Legal Help Phone Line:

410-260-1392

HOURS OF OPERATION

TUESDAYS
9:30 - 2:30

Sign Up Begins at 8:30 a.m.

In Family Services, Room 101

Free Consultation and Assistance with
Family Law Matters Only
Divorce, Custody, Visitation,
Name Change & Modifications to existing Orders

An attorney is available to answer legal questions and
assist with the completion of court forms for
persons who are unrepresented.

***You MUST wear a MASK to be seen in person**

For further information you may call the
Family Services Division @
410-632-5638

LEGAL RESOURCES

Maryland Courts Self-Help Centers

410.260.1392

mdcourts.gov/selfhelp

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

Family Law Hotline

800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

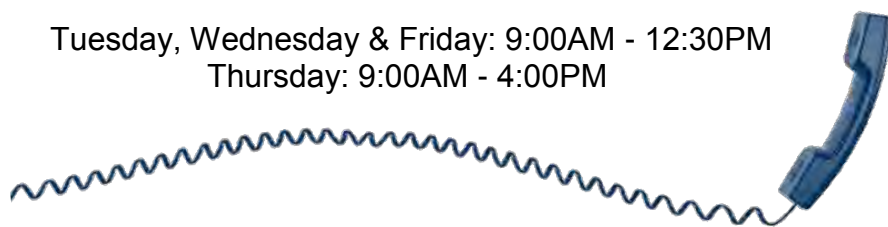
Legal Forms Hotline

800.818.9988 (English)

877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM

Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland

800.233.7201

disabilityrightsmd.org

Legal Aid Bureau Inc.

800.444.4099

mdlab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050

mvslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274

probonomd.org

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