

OR JOB TRAINING AFTER HIGH SCHOOL?

LOOKING FOR A JOB

If you are looking for job training or a job after you graduate, here are resources that can help you. They will help you learn how to write a great resume, do a job search, and deliver a successful job interview. If you want job training, you can find places that will help you train for a job and then get one. Take a look.

City Year, Greater Philadelphia

2nd Fl.
2221 Chestnut Street, Philadelphia, PA 19103
(267) 386-7035 , 215.988.2118
<http://www.whyiserve.com/>

Paid full time community service.

Engages diverse teams of 17 to 24 year-olds in a year of full-time community service, civic engagement and leadership development. Corps members serve full-time for 10 months, receiving a weekly stipend to facilitate their volunteer service; upon completion of 1700 hours of service, members receive a post-service award to further their education.

City Year is often likened to “the domestic peace corps.” Please call the Philadelphia Recruitment Department at 267-386-7035 or email us at philadelphiarecruitment@cityyear.org.

Career Strategies-Youth Services, JEVS

1845 Walnut Street, 7th Floor, Philadelphia, PA 19103
NE Philadelphia:9350 Ashton Road, Suite 102
Monday-Friday: 9 am-5 pm

Other appointments available by special arrangement.

Many services available after school, at night, and on weekends.

215.854.1842

EMAIL: CSYouth@jevs.org

- Counseling regarding trade and certificate programs, if college is not the right path for the student
- Workshops for parents and students
- Individual assessments, counseling and support services for youth who face extraordinary challenges

Carpenters Apprentice School of Philadelphia & Vicinity

Carpenters Training Facility, 10401 Decatur Road, Philadelphia, PA 19154

(215) 612-8565

<http://www.carpentersofphila.com/>

Provides young men and women with the necessary skills to stay current in the constantly demanding need for carpenters, cabinetmakers, floor layers, lathers, millwrights, drapery workers, and wharf & dock builders. The program teaches the necessary life-skills and work ethics needed for young people to earn a decent living with fair wages, health benefits, pensions, and annuities.

Applications are solicited only during two weeks of the year; a test for high school level math skills must be passed at the Carpenters Apprentice School before applications will be considered.

Certified Nurses Assistant (CNA) Training

2100 West Girard Avenue, Phila. 19130 (inside Phila Nursing Home)

Call: (215) 685-0800 x 1337 to connect with Leahy Caregivers

Michael Callahan, Dir of Bus Development.

Afternoon orientation every two weeks. Entry level nursing training course lasts for four weeks, from 8 a.m. to 2:30 p.m. The course is offered 10 times a year. Students must be over 18, must have a background check, must have a physical.

Cost: \$1150. Once student passes state level test, jobs are available if students succeed at job interviews. 95% of students completing training course pass state certification test

Many places will reimburse you for the training once you are hired and pass their probation period.

Being a CNA guarantees round the clock employment and, thus, overtime opportunities.

Benefits: Medical benefits, holidays, vacation and sick time, retirement plans

Congreso de Latinos Unidos, Inc.

216 West Somerset Street, Philadelphia, PA 19133; 215-763-8870

<http://www.congreso.net/services/serviceslisting.php?ServiceID=2>

- *Exito, Training For Success* -- a free after-school program for high school youth from

North Philadelphia; it meets Monday through Friday from 3:30 pm - 6:00 pm. The

program runs through the academic year in 5 cycles of 7 weeks.

Students engage in a

service learning project for school credit, college and career counseling, employment

training, and placement in a part time job or internship.

Francis Donato, Coordinator, 215-763-8870, ext. 1422

<http://www.congreso.net/programs/j.php>

- **E3 Power Center** -- offers educational services (literacy classes, ESL, GED classes and college preparation), computer skills, employment readiness, occupational skills, life skills, assessments, and other support for out-of-school and vulnerable youth in Philadelphia; designed to help youth and young adults (aged 17-21) to identify and achieve their long-term career goals. Located at 1215 Germantown Avenue.

Monica Martinez, Coordinator, 215-763-8870, ext.7500

<http://www.congreso.net/programs/e10.php>

CORA Services Inc.

CORA Neumann Center, 1001 Orthodox Street, Philadelphia, PA; 215-535-2957

<http://www.coraservices.com/what/neumannCenter/>

An alternative education and job training program that serves students who have dropped out of public, private or parochial school. The Center supports these students' efforts to obtain a GED, computer and clerical skills, and life skills. Students come from every part of the city to participate in job training, job placement assistance, counseling, drug and alcohol prevention programs, and to clarify short and long term career goals. Youth (aged 16-21) must have a fifth-grade reading and math level and pass an interview to enter the program.

Esperanza College-Childcare Development Associate

4261 N. 5th St-2nd Floor, Philadelphia, Pa. 19140

Contact Roberto Luciano: 215-324-0746 Ext. 435

rluciano@eastern.edu

The CDA Training is a free 10 week program that provides 120 hours of instruction to obtain nationally recognized CDA credentials that are required to work in childcare. OMART Training & Development provides 3 hrs of classroom instruction Mon-Fri, 9:00-12:00 p.m. and 3-5 internship hrs at a child care facility. Upon successful completion of training, graduates are eligible for full-time employment opportunities with starting salaries ranging from \$8.50 - \$10.00 per hr. Eligibility Pass a Child Abuse History Clearance, pass a background check, have obtained a High School Diploma and some experience working with children.

Esperanza CareerLink (Employment Services, Resumé Development, Job Referrals and Career Planning)

4261 N. 5th St.-2nd Fl., Philadelphia, PA, 19140

Contact: CareerLink receptionist/greeter, 215-324-0746 Ext 282.

<http://www.pacareerlink.state.pa.us>

Provides employment and training resources for job seekers who are 18 years and older, including resumé development, job referrals and career planning. Esperanza's bilingual staff offer job search assistance to connect residents of Northeastern Philadelphia with employers citywide.

Goodwill Industries International Inc.

<http://www.goodwill.org/page/guest/jobseekers>

Offers a variety of programs to train job seekers in the skills needed for today's market.

Upper Level, 160 N. Gulph Road, Suite 2140, King of Prussia, PA; 610-37-7449

In Philadelphia Goodwill offers a job training program with a GUARANTEED job placement at the end! Goodwill's **Commercial Driver's License-Class B (CDL-B) Training Program was designed to put participants on the road to success in a top demand occupation.** The course offers both classroom and hands-on training that help participants attain Class B driver certification with Passenger, Hazmat, Tanker and Air Brake Endorsements. After successfully completing a Pennsylvania-issued written and on-the-road exam, participants are offered employment with Yellowbird Bus Company! Course offered in Philadelphia, only. **For more information, please call Nikkita Jones, Intake Specialist, at 609-267-3577.**

Lutheran Settlement House

1340 Frankford Avenue, Philadelphia, PA 19125; 215-426-8610, ext. 223 (Heidi Haupt)

<http://www.lutheransettlement.org/education.html>

LSH's Community Education and Employment Department provides a wide variety of educational and career opportunities for people from all walks of life. Ask for Betty Johnson Ext 242 if you are a high school graduate seeking a job. Their Community Outreach Center provides Career Link trainings helping folks get access to job opportunity listings and resume writing support. Graduates can use this location as a resource for their job search Tuesday & Thursday 9-11am.

Also offers free GED prep courses; 12 week cycles; take one subject plus math ; after completing 12 week cycles take GED test in subject area completed. Cost for GED test: \$12 per subject. Carol Showall, 426-8610 Ext 208.

Metropolitan Career Center

100 S. Broad St., 8th floor, Philadelphia, PA 19144; 215-568-9218.

http://www.mccweb-gt.org/Programs/Program_Overview.php

[Elaine Ellis, Admissions](#)

Programs combine vocational and work-readiness skills, preparing job seekers for positions and helping low-wage workers to maintain and upgrade their skills for greater employment potential. MCC recommends candidates to businesses if qualifications are met. Programs include Direct Care, Administrative Office Support, Computer Technology, and STRIVE [see below].

STRIVE (Support and Training Result in Valued Employment) Program
<http://www.mccweb-gt.org/Programs/STRIVE.php> --

A job-readiness program designed to help individuals who have faced challenges in entering or re-entering the job market, or in retaining employment..

STRIVE instructors work with students to help job seekers gain the confidence needed to secure and retain stable employment. STRIVE uses a combination of personal/professional development training in areas including: appropriate workplace behaviors; conflict resolution; interviewing skills; proofreading and vocabulary-building; word processing; keyboarding and data entry; resumé writing; and, job search techniques. STRIVE for Green prepares individuals for green collar jobs.

They have 77% success in finding jobs for those who complete job training (10-20 weeks).

Orleans Technical Institute

Northeast Campus: 2770 Red Lion Road, Phila 19114; 215-728-4700

Center City Campus: 1845 Walnut St. 7th Fl, Philadelphia, PA 19103-4707

<http://www.orleanstech.edu>

Helps individuals meet their employment goals, whether they're new to the workforce, looking to upgrade their skills, or wanting to try something new. Provides training in the building trades (air conditioning, heating and refrigeration, building maintenance, carpentry, plumbing and heating, residential and commercial electricity), court reporting, culinary skills, and human services and telecommunications technician. Registration and fees for classes must be paid.

Financial aid is available. Job placement assistance offered after training program is completed.

Pennsylvania Apprentices Coordinators Association

<http://www.apprentice.org/>

Teaches paid apprentices the skills needed for a career in the building trade industry. Through a combination of on-the-job training and related classroom instruction, workers learn the practical and theoretical aspects of a highly skilled occupation. These include boilermakers, bricklayers, cabinetmakers, carpenters, cement masons, drywall finishers, electricians, floor layers, glaziers, insulators and asbestos workers, ironworkers, lathers, millwrights, operating engineers, painters and paperhangers, plumbers, plasterers, roofers, sheet metal workers, sprinkler fitters, steamfitters, and wharf and dock workers.

Most trades require four to five years to complete a program.

Students fill out an application and take a test, if accepted they are placed with an employer.

There are about 300 employers in the building trades participating. **Apprentices are paid while working.**

Pennsylvania Career Link

<http://www.pacareerlink.state.pa.us/>

Lists thousands of new jobs, posted daily by employers searching for new employees.



ONSITE PARTNERS WITH ASSOCIATED SERVICES

Aramark

This employer offers temporary, part-time and on-call positions in Food Service and Housekeeping at a variety of locations throughout Philadelphia.

To be considered for employment, please call 215-765-5400

Bureau of Workforce Development Partnership (BWDP)

Serves job seekers and employers through many varied programs and services. Programs are: Trade Adjustment Assistance (TAA), New Directions, and Pennsylvania Re-Employment Program (PREP). Services are: employer services, on-site recruitments, job search assistance, career guidance, labor market information, testing, workshops, resume writing, veteran's services, assistance with PA CareerLink® enrollment and applying for positions on the PA CareerLink® website.

For information, please call 215-560-5465 ext. 236

District 1199C Training and Upgrading Fund

Provides a Career Pathways Transition Program for adults who want to improve basic workplace skills that will prepare them for a career or college.

For information, please call 215-568-2220 ext. 5411

Educational Opportunity Center (EOC)

Free assistance for adults 19 and older with educational and training needs; finding technical programs/training programs/college programs to enroll in; assistance filling out financial aid forms and school applications; scholarship searches; career planning and GED/Diploma referrals in the Philadelphia area.

For more information please call **215-246-3505**

Mayors Commission on Literacy (MCOL)

Helps individuals improve their basic math and English skills while at the same time preparing for the general equivalency diploma.

Pat Kopicki, MCOL Representative is onsite and can be reached at 215-560-5465 ext 260

Office of Vocational Rehabilitation (OVR)

Assist persons who have physical and/or mental disabilities help themselves to prepare for, get, and keep a job.

OVR Representative is onsite; please call **215-560-5465 ext. 250.**

Philadelphia Job Corps

2810 South 20th Street Bldg 12, Philadelphia, PA 19145-5001

Phone: (267) 386-2888; 215-966-0103 Fax: (215) 334-3675

Philadelphia Job Corps Center is located on South 20th and Oregon Streets

A program designed for economically disadvantaged youth which includes education and job training programs. Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training.

In addition to academic training, Philadelphia Job Corps provides career technical training in the following career technical trades:

- * Administrative Medical Assistant
- * Dietary Planner
- * Emergency Medical Technician
- * Health Care Facility Engineer
- * Medical Assistant
- * Nurse Aide
- * Pharmacy Technician

Young people interested in joining Job Corps are invited to visit the Job Corps Recruiting web site or call (800) 733-JOBS today!

Please contact an admissions counselor at (800) 733-5627.

Philadelphia Workforce Development Corporation (PWDC)

1617 John F. Kennedy Blvd., 2nd floor, Philadelphia, PA 19103-1813;

CareerLink

hotline: 215-557-2625

<http://www.pwdc.org/jobseekers/index.html>

Serves more than 10,000 job seekers a year.

Job Search Assistance Services may consist of one on one career counseling, providing successful job search strategies and may include individual skill assessment, resume critique, networking and interview skills enhancement as well as job search assistance.

Assessment for Training Programs determines your eligibility for access to customized training programs generally with placement upon completion of training program.

To schedule for services call: 215-557-2625 or 215-560-5465 ext. 265.

Philadelphia Youth Network, E3Power Program

.e3philly.org

<http://www.pyninc.org/>

Helps youth (aged 17-21) acquire necessary skills and work experience, through mentoring, tutoring, GED preparation, and internships.

- Congresso de Latinos Unidos •Girard Branch 1215 Germantown Ave. 215-763-8870 x 7500
- North Broad Branch 215-7763-2393
- Southwest Branch 267-299-2500
- West Philly Branch 4111 Lancaster Ave. 215-387-2134

Plumbers Apprentice School

Local 690, Philadelphia, 2791 Southampton Road, Philadelphia, PA 19154

215-677-6900, ext. 45

<http://www.apprentice.org/plumber1.htm>

Through a five year apprenticeship, the program teaches the layout and installation of piping materials, plumbing fixtures, and mechanical equipment on the job. Blueprint reading, drawing, trade math, related systems, theory and selected manipulative skills are taught in the related school program. The apprentice works under the direct guidance and supervision of a licensed plumber.

Applications must be made on the second or third weeks of January each year.

U.S. Department of Labor

<http://www.dol.gov/dol/topic/training/youth.htm>

Supports job training (including apprenticeships) and placement programs through Job Corps, and provides other services for youth.

U.S. Department of Labor, Employment and Training Administration

<http://www.doleta.gov/jobseekers/>

Helps workers in all stages of their job and career development, including starting a new job, researching job opportunities, and finding training to acquire new skills.

Work4Women

Wider Opportunities for Women, 815 15th Street, NW, Suite 916, Washington, DC

20005; (202) 638-3143

<http://www.work4women.org>

Points women to non-traditional occupations (any job in which women comprise 25% or less of the total employed).

WorkReady Philadelphia

Sovereign Building, 714 Market Street, Suite 304, Philadelphia, PA
19146

WorkReady hotline 267-502-3742

<http://www.workreadyphila.org>

Offers programs geared for youth (aged 14-21) in preparation for the world of work by providing experience and connections.

The Occupational Skills program prepares youth with employability skills in Automotive, Computer Technology, Culinary Arts, Nurse Aide, Property Maintenance, and Solar Panel Installation areas. The program also benefits young Philadelphians by offering real workplace experiences and on-the-job mentoring.

**Distributed by: Granny Peace Brigade Philadelphia
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