

JUNE 1, 2022

Careers OF Tomorrow

EMPLOYMENT RESOURCE GUIDE

Open Positions and Other Resources for
Seniors/Students Seeking Summer
Employment or Entry into the Workforce
in Montgomery County



MONTCOWORKS

MONTGOMERY COUNTY WORKFORCE DEVELOPMENT BOARD

www.montcoworks.org

*MontcoWorks is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.*

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CAREER READINESS AND JOB SEARCH RESOURCES

LEARNING EXPRESS LIBRARY



Learning Express offers an extensive collection of helpful resources for the student and job seeker. It includes test prep for a wide range of tests, computer skills instruction, GED preparation, skills building, resume and cover letter assistance, resources in Spanish, and much more.

Learning Express can be accessed through the websites of libraries throughout Montgomery County. A library card is not required to access Learning Express but the site must be opened through a Montco Library website. Find it here by visiting the [Montgomery County Public Library main branch website e-services page](#).

MONTCOWORKS NOW



MontcoWorks * NOW

NAVIGATING OPPORTUNITIES IN THE WORKFORCE

A Service of Montgomery County Intermediate Unit

[MontcoWorks NOW](#) serves at-risk youth and young adults who reside in Montgomery County, are between the ages of 14-24, and are presented with a significant barrier to completing or advancing in education or obtaining employment.

[MontcoWorks NOW](#) provides comprehensive, year-round programs and services for eligible youth and young adults who are either in school, have left school without a

diploma and are now motivated and re-engaged, or have graduated and are unemployed/underemployed.

Individuals between the ages of 16-24 who reside in Montgomery County may be eligible for MontcoWorks NOW services as an out-of-school youth. Additional eligibility requirements include either individuals who did not complete high school or completed/equivalent who meet one of the following criteria: low-income; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability.

MontcoWorks NOW programs and services (both in-house and through collaborative partners) include, but are not limited to:

- Supportive and case management services
- Academic tutoring and study skills training
- Job readiness and workplace etiquette workshops
- Various occupational skills training programs for in-demand industry sectors
- Paid and unpaid work experiences
- GED preparation classes
- Pre-apprenticeship programs
- Job shadowing
- Professional adult mentorships
- Leadership development opportunities
- Entrepreneurial skills training
- Industry and college tours
- Career fairs
- Mock interviewing and professional resume writing

For questions about eligibility or to discuss enrollment, contact MontcoWorks NOW:

montcoworksnow@mciu.org

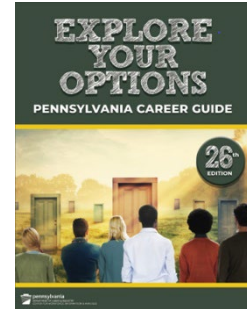
[484-416-6800](tel:484-416-6800)

PENNSYLVANIA CAREER GUIDE

Whether you are a student, an educator, a first-time jobseeker, a parent or a person considering a career change, you will find that the Pennsylvania Career Guide is a valuable resource as you make those all-important career decisions.

PA DLI Center for Workforce Information and Analysis ([CWIA](#)) is proud to release the 26th edition of their Pennsylvania Career Guide. Information in this publication can be used by all individuals who are preparing for continuing education and/or entrance into the workforce.

An online version of the publication can be downloaded [here](#). To find out how to obtain printed copies or if you have any questions, contact CWIA via email at workforceinfo@pa.gov or by phone at 1-877-493-3282.



PA CAREERLINK® MONTGOMERY COUNTY



At the PA CareerLink® Montgomery County, meeting the needs of career seekers and employers is a top priority. Give the team a call at [610-270-3429](tel:610-270-3429) to learn more about the many ways they can help you through a full range of in-person and virtual services including:

- Career Counseling
- A full menu of online workshops
- Short-term online and in-person (where available) training programs
- Supportive services
- General Unemployment Compensation claim guidance and support (does not include eligibility determination)

Register for [PA CareerLink® Online](#) to see what is available in-person and online or search for open positions. Use your PA CareerLink® Online account to access thousands of training programs and industry-recognized credentials through [SkillUp™ PA](#)

Follow @PACLMontCo on social media! Or text "PACLMontCo" to 22828 to sign up for updates, hot jobs, training opportunities, and much more!

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CURRENT OPENINGS BY INDUSTRY

ADMINISTRATION/BUSINESS ASSISTANCE

COUNTY OF MONTGOMERY

- Administrative Assistant – Sheriff's Dept.
- Counter Clerk – Prothonotary
- Court Clerk
- COVID-19 Office Support Person
- E-Recorder/Counter Clerk
- File Folder Investigator
- Magisterial District Judge Clerk
- Office Support Person (multiple)
- Recorder/Counter Clerk
- Warehouse Assistant – Voter Services

Register now to view and apply for Montgomery County employment opportunities - <https://www.governmentjobs.com/careers/montcopa>

FRANK CALLAHAN CO INC – COLMAR

- Clerical Associate
- Apply through [PA CareerLink® Online](#)

TOWER HEALTH

- Representative Patient Access – Emergency Department
- [Info/Application Here](#)

TOWNSHIP OF ABINGTON

- Accounting Clerk
- Info/Application [Here](#)

CONSTRUCTION/TRADES/PUBLIC WORKS

84 LUMBER – CHALFONT

- Builder Trainee
- Info/Apply [Here](#)

ABC EASTERN CHAPTER

- Multiple positions/locations in different specialty areas (including apprenticeship opportunities) available on the [ABC Job Board](#)

AEROTEK - SANATOGA

- Construction Laborer
Info/Apply [Here](#)

AEROTEK - SKIPPACK

- Construction Laborer
Info/Apply [Here](#)

COUNTY OF MONTGOMERY

- Building Services
- Day Custodian
- Laborer I (Roads & Bridges)
- Maintenance
- PT Evening Custodian

Register now to view and apply for Montgomery County employment opportunities -
<https://www.governmentjobs.com/careers/montcopa>

FIRST MONTGOMERY GROUP

- Construction Skilled Laborer
Info/Apply [Here](#)

JDS PAINTING – HARLEYSVILLE

- Professional Paint Crew Trainee
Apply through [PA CareerLink® Online](#)

KEYSTONE FIRE & SECURITY – NORTH WALES

- Fire Sprinkler Installation Technician
Info/Application [Here](#)

RIG CONSULTING

- Technical Assistant 1

EXPLORE A CAREER IN CONSTRUCTION INSPECTION

RIG CONSULTING
CERTIFIED ORGANIZATION

RIG has a number of positions in Montgomery County and around the state for Technical Assistant 1 positions on PennDOT Highway and bridge construction projects.

The requirements to start as a TA1 include:

- High School Diploma or GED
- Ability to communicate in English
- Ability to do math computations for length, area, and volume

RIG's benefits include:

- Medical, Vision, Dental Insurance
- Paid Time Off & Holidays
- 401(k) Savings Plan
- Career Growth Opportunities through Training & Certifications
- Safety Equipment

TA1 positions start at \$18.00 per hour with opportunities for overtime. Rates increase through experience & certifications as these support advancement into higher level inspectors positions.

Interested in learning more about a career as a Construction Inspector? Complete PennDOT's free 12 web-based Transportation Construction Inspector training modules.
http://www.dotdum1.state.pa.us/wcms/wcms_training_calendar.asp

For more information or to apply:
www.rig-consulting.com/contact/careers
Brian Hansel - bhansel@rig-consulting.com

www.rig-consulting.com

<https://rig-consulting.com/contact/careers/>
Brian Hansel - bhansel@rig-consulting.com

TOWNSHIP OF ABINGTON

- Pool Front Desk/Maintenance (Seasonal)
- Seasonal Labor

Info/Application [Here](#)

CUSTOMER SERVICE/RETAIL

COUNTY OF MONTGOMERY

- Counter Clerk – Prothonotary
- Court Clerk

Register now to view and apply for Montgomery County employment opportunities -

<https://www.governmentjobs.com/careers/montcopa>

RESTAURANT DEPOT – ROYERSFORD

- Receptionist

Information and Application [Here](#)

TOWNSHIP OF ABINGTON

- Assistant Pool Manager (Seasonal)
- Mini Golf Attendant (Seasonal)
- Pool Front Desk/Maintenance (Seasonal)

Info/Application [Here](#)

EDUCATION

BRIGHT HORIZONS CHILD CARE – MULTIPLE LOCATIONS

Multiple Entry-Level Positions Available

- 100% tuition reimbursement to earn an Associate's or Bachelor's Degree in Early Education
- Child Care Discount
- Flexible Scheduling

[More information and application here](#)

KINDERCARE – MULTIPLE LOCATIONS

Multiple Entry-Level Positions Available

Benefits:

- | | | |
|--|---|---------------------------------|
| • Medical, dental and vision | • Discounted child care | • Education assistance |
| • Health and wellness programs | • Employee assistance program | • Educational reimbursement |
| • Disability, death and dismemberment benefits | • 401 (k) savings and investment plan with employer match | • Medical expense reimbursement |
| • Generous paid time off | • Life insurance | |

[More information and application here](#)

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TOWNSHIP OF ABINGTON

- Camp Counselor (seasonal)
- Head Camp Counselor (seasonal)
- Lifeguard (seasonal)

Info/Application [Here](#)

VARIETY - THE CHILDREN'S CHARITY OF DELAWARE VALLEY - WORCESTER

- Day Camp Counselor (seasonal)
- Vocational Support Staff (seasonal)
- 1:1 Aide (seasonal)

For more information or to apply, contact Jessica Huff – jessica.huff@varietyphila.org

- Employment Specialist



Employment Specialist



Description: Employment Specialists in the VarietyWorks Program are expected to help educate and provide support to the participants involved within the VarietyWorks programs in respect to their given job roles and expectations. This specific role will be expected to support three participants each day in a Small Group Employment setting. The goal of this program is to help its participants further develop their vocational skills in the hopes of becoming more confident, independent and employable.

Position Duties:

- Support and assist participants with daily job functions and activities.
- Record daily progress notes that track progress towards each individual's outcomes as per their Individual Support Plan.
- Write quarterly reports about progress made, interventions utilized, and detailed updates in regards to each individual's progress within the program.
- Communicate with participants, families, and all related team members regarding daily program happenings, events, and progress.
- Assist in the direct supervision of children in the assigned program as directed by the teacher or supervisors (e.g. bussing, classroom assignments, lunch, pool, etc.)
- Model and maintain appropriate behavioral expectations across all environments, including but not limited to: conversation and social engagement, clean-up and self-care activities, listening, and everyday interactions for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Assist in ensuring the safety and well-being of all students within the program
- Maintain cleanly program areas and equipment.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Perform other related duties as assigned for the purpose of ensuring the efficiency and effectiveness of the program's function

Schedule:
35 Hours Per Week

Compensation:
\$18.75 per hour

Location:
Mobile Café

Benefits & Paid Time Off Included
Paid Training Opportunities

For more information or to apply, contact Tyler Kammerle at Tyler.Kammerle@varietyphila.org

HEALTHCARE/SOCIAL ASSISTANCE

BRIGHTVIEW EAST NORRITON

- Entry Level Caregiver

Info/Application [Here](#)

INDIAN CREEK FOUNDATION

- Direct Support Professional

Apply through [PA CareerLink® Online](#)

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PROMEDICA SENIOR CARE (FORMERLY HCR MANORCARE) - HUNTINGTON VALLEY

- Temporary Nurse Aide

****\$5000 sign-on bonus****

[Information/Application Here](#)

TOWNSHIP OF ABINGTON

- Lifeguard (seasonal)

Info/Application [Here](#)

VARIETY - THE CHILDREN'S CHARITY OF DELAWARE VALLEY - WORCESTER

- Vocational Support Staff (seasonal)
- 1:1 Aide (seasonal)

For more information or to apply, contact Jessica Huff – jessica.huff@varietyphila.org

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Paid Training Opportunities

For more information or to apply, contact Tyler Kammerle at Tyler.Kammerle@varietyphila.org

HOSPITALITY/FOOD SERVICE/ENTERTAINMENT

TOWNSHIP OF ABINGTON

- Control Room Guard

Info/Application [Here](#)

MANUFACTURING/WAREHOUSE

JADE PRECISION MEDICAL COMPONENTS – HUNTINGTON VALLEY

- Entry Level Machine Operator

Apply through [PA CareerLink® Online](#)

MAUSER PACKAGING SOLUTIONS – NORTH WALES

- Material Handler (2nd)
up to \$20/hr and \$1300 in sign-on bonuses!

[Apply Here](#)

RANDSTAD – EAST GREENVILLE

- Warehouse Associate

[Info/Apply Here](#)

- Material Handler

[Info/Apply Here](#)

RANDSTAD – HUNTINGDON VALLEY

- CNC Machinist

[Info/Apply Here](#)

RANDSTAD – LANSDALE

- Loader/Unloader

[Info/Apply Here](#)

THE RODON GROUP – LANSDALE

- Mold-Maker Trainee

Apply through [PA CareerLink® Online](#)

PUBLIC SAFETY

COUNTY OF MONTGOMERY

- 911 Telecommunicator Trainee
- Administrative Assistant – Sheriff's Dept
- Corrections Officer
- File Folder Investigator
- PT Park Ranger
- Security Officer

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<https://www.governmentjobs.com/careers/montcopa>

SECURITAS

- Security Officer

Apply through [PA CareerLink® Online](#)

TOWNSHIP OF ABINGTON

- Control Room Guard
- Lifeguard (Seasonal)
- Park Ranger

Info/Application [Here](#)

CALIBER COLLISION

- Technician Apprentice

Create a High-Paying Career Faster Than You Can Earn a 4-Year Degree

- Earn competitive wages during your free technician apprenticeship training
- Potential to earn higher than the average four-year bachelor's degree graduate* with \$70,000+ per year earning potential after completing the apprenticeship program
- Self-driven, hands-on training program that gives you the skills needed in 10-12 months vs. 1-2 years at school programs
- Pair up with an expert Caliber Collision technician with state-of-the-art equipment in a live production environment

*Source: [U.S. Bureau of Labor Statistics](#) (BLS), 2020.

Learn more at jobsatcaliber.com

GOODYEAR TIRE AND AUTOMOTIVE - NORRISTOWN

- Entry Level Automotive Technician

Info/Apply [Here](#)