

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

**July 4, 2015**

**Residential Advisor- (2) Positions –Candidate Identified For Maple**

Responsible for working with Residential team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. Provides individualized case management in conjunction with counseling staff to maintain student enrollment and success in the program.

High School Diploma or equivalent required. Advanced degrees preferred. A minimum of one year Job Corps or related program experience required. A valid in-State Driver's License preferred.

Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/ or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and/ or the ability to access the lift load in order to ask for necessary assistance.

**Hours: Sunday, Monday, Tuesday, Friday and Saturday 3:00pm-12:00am – Oak and Aspen**

**Pay Rate: \$13.00 Per Hour**

**Snack Bar/Store Supervisor**

Responsible for the efficient and effective operation of the Student Store during scheduled hours. Ensures that product offerings meet student needs. Responsible for accurate accounting of revenue generated from sales.

High School diploma or equivalent required. Associate's degree from an accredited school in business or related field preferred. Prefer one year retail sales experience.

May provide supervision and training to Job Corps' Work-Based Learning students. Provides oversight and supervision of student store to ensure profitable, effective and efficient operations that meet student and Center needs.

**Hours: Tuesday thru Saturday 1:00pm-10:00pm**

**Pay Rate: \$13.00 Per Hour**

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

**Food Services Assistant (Part Time)**

Ensures that food, supplies and equipment are available as needed and stored properly when not in use. Responsible for assisting in the preparation of food for meals. Provides kitchen clean-up to facilitate sanitizing of all food service areas.

High School Diploma or equivalent required. Advanced degrees preferred. Experience in a food services operation desired. Ability to obtain local Food Handling/Health Certification required. Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

**MANAGEMENT AND SUPERVISION:** May supervise Job Corps' Work-Based Learning and Leisure Time Student employees.

**Hours: Sunday & Monday 10am – 7pm, Tuesday 7am – 11am (Part Time)**

**Pay Rate: \$11.00 per hour**

**Academic Instructor (3 Positions) Math (1) Reading (2)**

Responsible for providing instruction and training to students in the Career Education Center. Develops individual achievement plans and academic goals to ensure student academic achievement in the program. Works with the CTT Instructors to infuse applied academics into CTT curricula to enhance student learning and success. Ensures strict confidentiality of sensitive information and integrity of student data.

Bachelor's degree from an accredited school required. Master's degree preferred. A valid in-state teaching certificate or waiver required. Previous teaching or Job Corps experience preferred.

**Will be teaching Math or Reading**

**Hours: Monday – Friday - 7:45am – 4:45pm**

**Pay Rate: (Non-Certified) \$41, 500.00 Annual / (Certified) \$45, 500.00 Annual**

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

**CPP Instructor – Candidate Identified**

Responsible for providing instruction and training to students during the Career Preparation Program. Develops individual achievement plans, evaluates progress to ensure student early retention and success in the program.

Bachelor's degree from an accredited school required. Must possess a valid in-state Driver's License and meet the Company insurability requirements.

**MANAGEMENT AND SUPERVISION:**

Provides supervision, instruction and training to Job Corps students in assigned classrooms.

**Hours: Monday – Friday - 7:45am – 4:45pm**

**Pay Rate: \$37,500 annually**

**Counselor**

Responsible for providing personal/career counseling for students to enhance student employability and to ensure continued enrollment and quantifiable success in the Job Corps program. Identifies and remediates student barriers to success and develops individualized student career educational plans. Ensures strict confidentiality of sensitive information and integrity of student data.

Bachelor's degree (including at least 15 semester hours in Social Services-related instruction) from an accredited school required. A minimum of one year experience in counseling or related field. Prefer previous Job Corps or related program experience. Must possess a valid in-State Driver's License and meet Company insurability requirements.

**MANAGEMENT AND SUPERVISION:**

Serves as Acting Counseling/ CPP Manager in Counseling/ CPP Manager's absence.

**Hours: Mon 10am-7pm, Tues 1pm-10pm, Wed-Thurs 11am-8pm, Fri 9am-6pm**

**Pay Rate: \$37,500 annually**

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

**WBL Advisor**

Responsible to provide students with employability training leading to full-time jobs, higher education or advanced training. Supports Work-Based Learning program ensuring students are actively participating in on- and off-Center on-the-job training assignments to improve employability skill-set. Provides students with transportation services and participates in Career Transition Readiness/Grad-90 program.

High School diploma or equivalent required. Prefer previous Job Corps or related program experience. Computer literacy and proficiency in spreadsheet and word processing applications required. Must possess a valid in-state Driver's License and meet the Company insurability requirements.

**Hours: Monday thru Friday – 6:30am – 3:30pm**

**Pay Rate: \$12.50 per hour**

**Safety/Security Advisor**

Provide a safe and secure living and working environment for students and staff. Assists in the investigation of accidents and incidents with the goal of resolution and reduction of future occurrences.

High School Diploma or equivalent required. Advanced degrees preferred. Prefer Job Corps or related program experience. Must possess a valid in-State Driver's License and meet Company insurability requirements.

Physical requirements include: sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and /or the ability to assess the lift load in order to ask for necessary assistance.

**Hours: Tuesday thru Saturday – 3:00pm-12:00am**

**Pay Rate: \$12.50 per hour**

# **Woodland Job Corps**

## **Operated By Adams and Associates, Inc.**

### **Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

## **Career Opportunities**

### Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

## **On-Call Positions**

### **Substitute Instructor**

Daily and long term Substitute Instructors needed to fill in for the Academic department as needed. The workday is Monday through Friday, 7:45am - 4:45 pm. Candidates must possess a Bachelor's Degree. Previous teaching and/or substitute teaching experience is desirable.

**Pay Rate: \$130/per day**

### **Substitute Trade Instructor**

Daily and long term Substitute Trade Instructors needed to fill in for the Career Technical department as needed. The workday is Monday through Friday, 7:45am - 4:45 pm. Candidates must possess certification in trade specific area. High School Diploma or GED required. Bachelor's Degree preferred. Previous teaching and/or substitute teaching experience is desirable.

**Pay Rate: \$130/per day**

### **Safety/Security Advisor On-Call**

High school graduate or GED required. Requires a minimum of one year related experience in the public or private sector in security/safety and health. OSHA Certification desirable, acceptable driving record required.

**Pay Rate: \$12.50/hr.**

### **Residential Advisor On-Call**

High School diploma or GED required. Prefer two years of college with emphasis in Social Sciences and prior experience working with at risk youth. Residential experience in-group home or college dormitory setting preferred. Candidate must be 21 years of age with a driving record acceptable for insurance coverage preferred.

**Pay Rate: \$13.00/hr.**

### **Driver - On-Call**

High School diploma or GED required. Prefer previous experience working with youth. Must possess and maintain a valid in-State Driver's License and meet Company insurability requirements. CDL is required with passenger endorsement. Transport students to off-Center activities and Work-Based Learning job sites. Provide safe, efficient and effective transportation for students. Must be 21 years of age with a driving record acceptable for insurance coverage.

**Pay Rate: \$12.00/hr.**

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

• 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement

***SHARE IN OUR SUCCESS!***

**Adams and Associates Inc.**  
**100% Employee Owned**

**Equal Opportunity Employer**

**This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.**

**Woodland Job Corps**  
**Operated By Adams and Associates, Inc.**  
**Career Development Center**

- 3300 Fort Meade Road, Laurel, MD 20724 • Fax (301) 362-6053 • Phone (301) 362-4405  
WoodlandHumanResources@jobcorps.org

**Career Opportunities**

Benefit Package for FULL TIME Employees

Health, Dental, Vision, Life, ADD and Prescription Insurance, 401K Savings Plan,  
Short and Long Term Disability, Paid Vacation, Holidays, Sick Time, Tuition Reimbursement and Paid Training  
Opportunity for Advancement