



**ONTARIO COUNTY
FINGER LAKES WORKS
DEPT. OF WORKFORCE DEVELOPMENT
JOB LEADS February 8, 2010
Web site: www.co.ontario.ny.us/workforce**

ACCOUNTANT Abtex Corporation is seeking a degreed Accountant with min. 4 years experience and an understanding of technical purchasing, A/P, BOM, inventory and cost principals to compile and analyze data and perform various accounting duties. For those who excel at their jobs, Abtex offers a great work environment, excellent benefits and a team atmosphere dedicated to your success. Forward resume to: sales@abtex.com or mail to: Abtex Corporation, Attn: HR Dept, PO Box 188 Dresden, NY 14441

ADVERTISING Sales Representative We are looking for a motivated individual excited about presenting our online and print products to business clients. This position requires extensive face-to-face contact with local businesses; to be successful you need to have effective presentation and communication skills, be an excellent relationship builder, and have a real passion for sales. If you thrive in a challenging, fast paced environment where there is never a slow season, work effectively in a team environment and can understand your customers' business needs and find ways to satisfy them, then look no further! Send resume & cover letter in confidence to: Diane Lahr-Smith, Advertising Director Finger Lakes Times PO Box 393 218 Genesee Street Geneva, NY 14456 dlahr@fltimes.comEOE

EDDIE O'BRIENS Now Hiring for **all positions**. F/t & P/T for new Geneva location opening soon. Apply in person - 182 S. Main St. Canandaigua.

Aqua Farm Associates: Two, full time day positions in Canandaigua. Seasonal, April-September. Ideal for a college student or a snow bird. Variety of duties, including care of aqua plants and accessories, eventual customer service and sales. Strong communication skills and pc skills. Some labor intensive duties. Interest or knowledge in fishery and/or biology helpful. For additional details on the company, visit www.willowpondaquafarms.com. Email resume to sales@willowpondaquafarms.com

Earthwork • Utility Installation • Asphalt Paving. • Concrete Work Spring Positions Available **Asphalt Paving Division Concrete/Masonry Division** Asphalt Superintendent Flatwork Finishers, Masons Experienced Screed Men Structural Concrete Rakers Laser Screed Operator Paver and Roller Operators Riding Trowel Operators Please apply in person, send resume or download our application at www.poolerenterprises.com Pooler Enterprises, Inc. 783 County Rd #42 Fishers, NY 14453 Phone: 585-924-5200 Fax: 585-924-5205 *We are a drug-free company. Pre-Screening is a company requirement. As a company we pride ourselves on the quality of our personnel - you represent us. Join a team that is setting the standard in the industry for technology, workmanship and capability. It's not just a job, it's a career. We offer competitive wages, a comprehensive benefits package, paid vacation and a 401K investment plan.

Census Jobs: Hundreds positions available in our area. Available positions include: Census Takers, Crew Leaders, Crew Leader Assistants, Recruiting Assistants and Census Clerks. All candidates must be at least 18 years old. Pay starts at \$13.50 hour. Part and full time hours, very flexible. All candidates must complete a 28 question test. More information, including a practice test, is available at www.2010censusjobs.gov or call 1-866-861-2010.

Children's DAYCARE MANAGER. Exp. pref., references- possible house. 585- 880-4050

Part Time Cleaner: Prior office cleaning experience required. Duties include emptying trash cans, dusting, vacuuming, glass surface cleaning of offices, restrooms and conference rooms of several offices in the Victor (Rt 251) area. Own transportation is required, as cleaner will need to travel to different offices during shift. Must be reliable, trustworthy and thorough in performing duties with ability to work with limited supervision. Quality and customer service is important. Tuesday: 7pm-11pm, Thursday: 10pm-2am (may be able to work earlier hours when training is completed) and Sunday: 9:30am-1:30am. Pay based on experience. Call Terry at 585-683-0473 before sending your resume, which is required to apply for the job.

Clinician-Part TIME Part time position providing counseling and all related aspects of service delivery to children in an outpatient clinic. Must have experience working in a rural environment. Masters degree and Licensure in counseling/social work field. Please apply to: jobs@hillside.com.

Kelly Services is proud to be hiring for **Crosman Corporation**. Currently hiring for present and future openings in Assembly. These are entry level positions. **Open interviews** will be held **Tuesday (2/9) & Thursday (2/11)** at 8am sharp. **Crosman Corp., 7629 Rt. 5 & 20, East Bloomfield**. Report to the security entrance. Positive work references and manufacturing experience is required. For questions please call CROSMAN (585) 657-3165

Delivery Person We are accepting applications for permanent driving and village walking routes. We are looking for responsible adults having their own transportation to deliver our paper on a weekly basis. We have prided ourselves on 60 years of quality service, therefore we are looking for top quality, dependable people to deliver our paper. We will pay above average compensation for those people.

- Excellent pay plus mileage on all routes.
- Choice of Friday, Saturday or Sunday delivery dates.
- May require 3 or 4 hrs. per week necessary to complete route.
- No collecting required. Stop in at our office at 1471 Rt. 15, Avon, 202 S. Main Street, Canandaigua or 314 Ellicott St. (Rte. 63), Batavia for an application.

Electronics Technician: Career opportunity in Victor. Required experience in design, maintenance, repair and troubleshooting of industrial electronic equipment. Electronic equipment includes process controls, HMI's, PLC's, etc. Experience with Modicon preferred. Minimum 5 years experience in troubleshooting, repair and maintenance of electronic equipment. Combination of education and experience may be substituted. Must have proven meticulous attention to detail, strong analytical thinking and problem solving skills, good organizational skills and ability to self direct and prioritize in a dynamic, fast paced environment. Ability to work independently and as part of a team. 1st shift,. Email resume: kpalumbo@victorinsulators.com. Fax: 585-924-7906

Fiscal CLERK Non-profit agency is seeking a part-time qualified fiscal clerk with at least 4 years experience with accrual and cash basis accounting and payroll skills. Candidate must have excellent QuickBooks and Excel skills. Send over letter and resume to: Executive Director, 23 Cayuga Street, Seneca Falls, N.Y. 13148. EOE/AA

Microtel Inn, Victor Now hiring ASAP for the following position: **Housekeeping**. Flexible schedule a must. Apply in person Microtel Inn – Victor Route 96, Victor (Behind Chili's Rest.) No phone calls.

Quality "Workers" Wanted For **residential housecleaning**. Full time and part-time - Monday through Friday hours. Good references and clean license required. No vehicle required. We do background checks. (585) 394-2870

Immediate Openings! Cashiers needed 8am-5pm and 1pm-10pm Also needed are stock people to help with the set up of the new store. Some lifting required. These are possible temp to perm positions. All positions require a drug screen and background check prior to starting. **COME APPLY: Monday-Thursday, 9:30 sharp!** 3225 East Lake Rd., Canandaigua, NY 14424 • 102 S. Main St., Newark, NY 14513 585-394-8500 • 315-331-8551 • www.Kellyservices.com Kelly Services is proud to be recruiting for the new **Walmart in Victor!!**

Intake Assistant: Oversees the preparation and review process associated with the Family Support Program. Assists the Intake Coordinator with various intake duties and responsibilities. Serves as one of the key contact persons for all incoming requests to this agency for services. Bachelors in Human Services, two years of experience preferred. Canandaigua. Email resume to mreed@ontarioarc.org.

Landscape Foremen for hardscape and planting crews. Apply at store: BRISTOL'S GARDEN CENTER 7454 Victor Pittsford Rd. (Rt. 96) 924-2274

Machine Operators: B and C levels: Full time. Midnight to 8 am - "A" Shift. Benefits. Operate equipment; perform quality inspections; perform basic equipment repairs; complete production reports; assist with changeovers; pack product when not assigned to run a line; perform housekeeping duties; and assist other team members to accomplish team goals. To Apply: Go in person to Finger Lakes Works at 70 Elizabeth Blackwell Street Geneva, New York with your resume.

MAINTENANCE MECHANICS A light manufacturing company in Lyons is now hiring to fill possibly 2 Maintenance Mechanic positions. Must be available to work various shifts and able to lift 50 lbs. The Maintenance Mechanic duties include the set-up and maintenance of packaging lines. Must have 5 + years of manufacturing maintenance experience as well as strong electrical background and troubleshooting skills. Pay \$12.00/hr plus, depending on experience and skills. Benefits include retirement program, health insurance, paid holidays and vacation. Please e-mail resumes to lyonsmanufacturing1@yahoo.com

MARKETING coordinator AND TASTING ROOM MANAGER for local winery. Email resume to: info@ventosavineyards.com or fax - 315-719-0200

BELHURST: Marketing Manager. Telecommuter. Must be self-driven and have experience in Finger Lakes tourism, advertising, P.R., web design and marketing, wine packaging, collaterals, promotion programs, budget management. Send cover letter and resume to: marilyn@belhurst.com or mail to Belhurst, Box 609, Geneva, NY 14456. Attn: Marilyn Palmer

Mechanics Heavy Duty Truck Mechanics needed, days and evenings. Will consider applicants with little experience to those with strong history of experience. Jobs include but not limited to: preventative maintenance, small repairs to NYS Inspections and major overhauls. Certification is a plus. For more information call Superior Truck Lines, Port Gibson, NY 315- 597- 5102.

MEDICAL OFFICE ASSISTANT For busy medical sub-specialty office. Full time. Coordinating patient flow, initial assessment & basic office tasks. Certification preferable, but not required. Please email resume to REFERENCE: Ad #800 Mail Resume to Finger Lakes Times, P.O. Box 393, Geneva, NY 14456, or e-mail to: recruitment@fltimes.com

OFFICE CLERK Part Time Office clerk needed for Auto Auction, approx 20 hrs/wk W,Th,F. Resp. include telemarketing & asst custs. Only those with a positive work ethic, proven work history, valid NYS driver's license and a committed team member need apply. Mail resume to or apply in person at: 1826 Route 414 Waterloo, NY13165 M-F 9am-4pm

GLOVE HOUSE Glove House Inc., a premier provider of child welfare services, is pleased to announce an expansion of our services in Seneca County. As a result of this expansion, we are recruiting for the following positions :**PREVENTIVE CASE WORKERS** Bachelor's degree required
REINTEGRATION CASE WORKER Bachelor's degree required **FAMILY ENGAGEMENT SPECIALIST** Bachelor's degree required Associates degree preferred For more information and to apply go to:CareerBuilder.com keyword 'Glove house' or you may pick up an application at our Seneca County office:207 Main Street Shop Centre, Second FloorWaterloo315-539-3724In addition, Glove House continues to recruit FOSTER CARE FAMILIES in the Finger Lakes region. If you are interested in sharing your home with a child in need Please call for more information:315-539-3724Drug Free Workplace EOE

The U S Postal Service is seeking a **Part-time Post Master Relief** for its' office in West Bloomfield, N.Y. This is a non-career position which may not lead to a career position. Deadline: 2/15/10. Responsibilities include customer service and community relations, distribution of mail, and window services; and, accountability for sale of postal retail products. Must have an attitude of responsive services to customers; present a favorable image to the community; and be able to react with, and relate well, with others. Assumes major responsibilities during all hours the Post Office is open to the public. The number of work days / hours may vary, but will always include Saturdays (8:30 am-12:30 pm). Could be called to substitute at any time during the rest of the week. Must be able to lift up to 70 lbs. Apply on-line at: www.usps.com/employment ; click on search jobs online ; criteria for employment opportunities ; choose NY, then start ; click on opening and apply.

Production: Multiple packing positions available with a major Canandaigua manufacturer. Must have documentation of a HS diploma or GED; be able to pass a background check and drug screen. Positions are temp to perm. Opens overnight, midnight-8am and 4pm-midnight. Apply online at www.willstaff.net or in person at Pactiv's guard shack.

Patrick Constructors, Inc. is currently accepting resumes from qualified candidates for the following positions: **Project Managers, Superintendent, Heavy Equipment Operators, General Laborers, Carpenters, Masons- Brick, block and concrete experience is necessary, Welding/Fabrication (MIG, TIG).** Positions require: HS Diploma/GED and at least 12 months of related experience. Background checks and pre-employment drug tests will be performed. Competitive benefits: Including medical, dental, life and 401(k). EOE. Interested applicants please contact Human Resources via: hr@patrickconstructors.com or Fax (585) 394-6452. Site locations throughout NYS and surrounding areas.

Quality Assurance Technician: Farmington. Receiving, In-process and Final Inspection of product. Interpretation of the IPC standards as they relate to product and processes. Read/interpret drawings, specifications and other engineering design documentation to determine acceptability of product and/or material. High school diploma or GED and a minimum of three (3) years related experience in electronics. Inspection experience of a minimum of six (6) months in electronics, specifically Printed Circuit Board assembly. Experienced with Surface Mount Technology highly desirable. Excellent interpersonal skills. Must be a team player and able to work in a team environment. Familiar in the use of Microsoft Office, Excel, Access and Word. Experience in the use of micrometers, calipers, and microscopes. Must be able to read and interpret blue prints/drawings and other specifications. Previous training on internal auditing practices (formal or employer training). Full time, 7am-3:30pm. Email resume to hr@badgertech.com

Receptionist Position available, patient oriented Chiropractic office. General office and computer skills necessary. Experience a plus. Competitive wages - 18 hours. Mail resume to: Dr. David Herd124 North Main St. Geneva, NY 14456

Bi-Lingual Receptionist: The Receptionist under general supervision, maintains the organization's phone system and greets individuals to the company and assists them with their needs, answers questions and refers them to the appropriate person or department. Duties may include accepting employment applications, serving as a back up for our bilingual callers English/Spanish, and answering all incoming calls for the Geneva office. Candidates should have appropriate telephone skills. In addition the Receptionist should have a pleasant voice, a good attitude, outstanding customer service abilities, strong attention to detail, and a commitment to confidentiality. A High School Diploma is required and a working knowledge of phone systems is preferred. All candidates must be bilingual in English and Spanish. *All Persons Hired are Subject to a Background Check Before the First Day of Work* No Phone Calls, Please. Mail, Fax, or Email Cover Letters and Resumes to: Center for Disability Rights, Inc., Katherine Odit, 34 Castle St., Geneva, NY 14456 kodit@rochestercdr.org Fax: 315-789-2100

Retail: Victor. Various retail and retail support positions. Part time. Kohl's is opening a new location in Victor. Kohl's is looking for great new people to join their team. As an Associate, you will find all the things you'd expect from one of the fastest-growing retailers in the nation - competitive compensation, great benefits, an Employee Stock Ownership Plan and immediate discounts on all merchandise. Kohl's is currently seeking Associates for the following PART-TIME positions: Register Operators, Department Associates, Customer Service/Cash Office Associates, Loss Prevention Officers, Early AM Freight Unloaders/Merchandisers, Housekeeping Associates Evening Ad Set/Pricing Associates. Apply online at <http://www.kohlscareers.com>

Sales PROFESSIONAL Seeking a career oriented long term team player. Sales exp. preferred, but not necessary. Will provide benefits, car. kcurran@hotmail.com.

Select Fabricators, Inc. Immediate Openings **Seamstress/Custom Sewer Position** Fun, Innovative, Challenging, Clean Work Environment Temp to Permanent Positions Available • Work hours: Mon. - Thurs. 6:30am to 5:00pm **3 DAY WEEKENDS!!** • Starting wage commensurate with experience Apply between 9:00am - 3pm at: Select Fabricators, Inc., 5310 North Street Building 5 Canandaigua, NY 14424 or Mail resume to: Select Fabricators, Inc., PO Box 119 Canandaigua, NY 14424

Seneca CAYUGA ARC is looking for direct labor-**sewing staff** at our Knit location in Seneca Falls, NY (\$8.44 / hour)- no nights or weekends. Prior experience in sewing is preferable. Send Resume To: Seneca Cayuga ARC1521 Clark Street Rd. Auburn NY 13021 or jobs@sencayarc.org

SMT Solderers: Farmington. Hand solder fine pitch and other Surface Mount components to IPC 610 Standards. Must be able to follow Process Details, Customer Drawings and Documentation. Knowledge of component identification and polarities. Experience with hot air rework equipment. High school diploma or GED or up to one (1) year related experience and/or training. Must know component polarities, orientation, values, and be able to read resistor color codes. Must have basic soldering skills; SMT soldering & repair a plus. Three (3) openings: 7am-3:30pm and three (3) openings: 12 noon-8pm. Email resume to hr@badgertech.com

TEMPORARY FULL-TIME NON-CREDIT TRAINING PROGRAM SPECIALIST Bachelor's degree required. Three years' experience in workforce development, prior experience in training and project management. Excellent decision making and organizational skills. Excellent personal and communications skills (written and oral). Provide and administer project management for non-credit offerings. Supervision of trainers, administrative support, course development, planning, contracts, scheduling and evaluation of offerings and budgets. Maintain non-credit offerings, custom training and open enrollment offerings as well as required administrative reporting. Must be willing to travel locally and regionally with flexible hours. For more detailed information and to apply, please go to www.flcc.edu/employment. For full consideration apply by February 16, 2010. Address cover letter and resume to Grace Loomis, Director of Human Resources. Applications will only be accepted online. FLCC is an Affirmative Action/Equal Opportunity Employer.

Trash removal Helper: Immediate opening. Full time. Days, Monday-Friday. Duties include but not limited to riding with trash removal truck driver on scheduled route, exit truck at home, place trash from garbage receptacles onto truck, enter into vehicle and continue on to next home. For consideration, please apply in person at 4620 County Road #46, Canandaigua.

**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM - FOR
FURTHER JOB LEADS
3010 County Complex Drive, Canandaigua, NY 14424 –Telephone: (585) 396-4020. Hours: Monday
thru Friday 8:00 - 5:00**

Are you Interested in a Compassionate Career? Consider Home Health Aide Training – It's Free!



Classes Offered Monthly – Next One Begins March 1st

HHA Trainee – Training Program Acceptance Process

- Complete an application (online at <http://www.lifetimecare.org>, or in person at 1120 S. Main Street in Newark-Wayne County).
- Applications are reviewed by Human Resources
- Interviews set up at Human Resources' discretion (applicants must meet all minimum qualifications). **NOTE: Interviews are taking place NOW.**
- If deemed a good fit for training, a Human Resources representative drug tests the applicant day of interview and schedules a pre-training physical for the following week.
- Professional or character references (sorry, no friends or family members can be accepted as valid references), as well as a third party criminal background check and a driver's license abstract are done.
- **APPLICANT MUST MEET/PASS ALL PRE-EMPLOYMENT REQUIREMENTS TO BE ACCEPTED INTO CLASS.**

Qualifications:

High school diploma or GED required. Working telephone and reliable transportation as well as a valid NYS drivers license (no restrictions) preferred. Be able to provide 2-3 professional references & day time phone numbers **at time of application** (no co-workers, friends or family members please – current or previous supervisors strongly preferred. If this limits who you can submit, examples of other acceptable references include current or recent past landlords, current or past academic advisors, teachers or professors).

HHA Training Class Expectations:

1. Be on time each and every day class (or clinicals) are held. NOTE: Classes are held in Newark, Wayne Co.
2. Be available to attend 2.5 weeks of training without interruption to the schedule. Classes run 8:30am-3:45pm for the first two weeks, with an earlier start time the last 3 days.
3. Come well-rested and ready to participate (must attend class individually; sorry no visitors admitted).

What to Expect Upon Successful Completion of HHA Certification: A Home Health Aide job offer to work for our Home Care Plus subsidiary – Starting Pay \$8.50 per hr plus .45 cents per mile. If working 20-40 hours per week we offer a full range of benefits including medical/dental/life insurances, paid sick and vacation time, tuition assistance and more!

- Orientation to Lifetime Care/Home Care Plus.
- An explanation of the NYS Dept. of Health finger printing process and completion of required paperwork.
- An explanation of the NYS Dept. of Health Home Care (HHA) Registry and completion of required paperwork.

***Lifetime Care Values Diversity in the Workplace & Encourages
Bilingual/Bicultural (English/Spanish) Applicants to Apply***

Teacher Recruitment Day 2010

TEACHER RECRUITMENT DAY (TRD) will be held on Wednesday, April 14, 2010 at Unity Health Systems Total Sports Experience, 880 Elmgrove Rd., Rochester, NY 14624. On-line registration opens on February 1, 2010. There will be two separate recruitment events occurring simultaneously at the same location. You may participate in one or both of these events.

YOU MUST PRE-REGISTER. THERE IS NO REGISTRATION AT THE DOOR.

Rochester TRD	TRD USA
<ul style="list-style-type: none"> • Features recruiters from Monroe and surrounding counties. View the list of districts at www.rochestertrd.org 	<ul style="list-style-type: none"> • Features recruiters from other parts of NY and other states. View the list of districts at www.rochestertrd.org
<ul style="list-style-type: none"> • Interviews scheduled by districts in advance of the program 	<ul style="list-style-type: none"> • Interviews scheduled by districts on-site April 14
<ul style="list-style-type: none"> • Candidates upload resumes to a website for district review 	<ul style="list-style-type: none"> • Candidates share resumes with recruiters at the program
<ul style="list-style-type: none"> • Candidates will know in advance if they have scheduled any interviews and when they are scheduled. 	<ul style="list-style-type: none"> • Open interview sign-up will take place at recruiter tables between 8 AM and 9 AM on April 14
<ul style="list-style-type: none"> • Only pre-scheduled interviews will take place. There will be no other opportunity to meet with local school districts. 	<ul style="list-style-type: none"> • Candidates will not know until talking with recruiters at the event what interviews they will be able to schedule

Registration Procedures and Timeline	
	Have a digital version of your resume available to upload to the website when you register
	Candidates must pay a one-time, non-refundable registration fee of \$7
	Have your credit/debit card ready when you register, all registration fees must be paid on-line
	You will receive a password you can use to edit your application or update your resume up until TRD
Feb. 1	Registration opens, point your web browser to: www.rochestertrd.org
Mar. 1	Date by which all students interested in Rochester TRD districts should have registered!
Mar. 1-26	Rochester TRD districts review resumes and schedule candidates for interviews via e-mail.
March 26	Student registration closes
After March 30	E-mail message sent to all approved registrants with instructions for downloading admission ticket
April 14 8 AM – 9 AM	Candidates schedule interviews with TRD USA districts on-site at Teacher Recruitment Day
April 14 9 AM – 5 PM	Interviews take place at Teacher Recruitment Day at Total Sports Experience

Who may register?

Any graduating student or alumnus (on a space-available basis) of a degree or educational certification program from one of the following Rochester, New York area colleges and universities who is available for employment as a New York State certified teacher, social worker, school psychologist, administrator, or other specialist by **Fall 2010**:

Alfred University
Hobart & William Smith Colleges
Rochester Institute of Technology
SUNY College at Geneseo

Eastman School of Music
Nazareth College of Rochester
St. John Fisher College
University of Rochester

Empire State College
Roberts Wesleyan College
SUNY College at Brockport

Further questions? Contact your Career Services Office. Updates to the list of participating districts are likely. Registered students will be notified of these updates via e-mail. Please check your e-mail frequently for messages from the Teacher Recruitment Day Planning Committee and participating school districts.

ONTARIO COUNTY

3019 COUNTY COMPLEX DRIVE, CANANDAIGUA, NY 14424 (585) 396-4465

<http://www.co.ontario.ny.us/humanresources>

CURRENT EXAM INFORMATION

EXAMS SCHEDULED BY N.Y.S. CIVIL SERVICE:

<u>Exam Title</u>	<u>Last Filing Date</u>	<u>Exam Date</u>
Office Specialist II	2/10/2010	3/13/2010
Staff Social Worker	2/17/2010	3/20/2010

CONTINUOUS EXAMS: These examinations will be conducted on the third Wednesday of every month with a last filing date of the first Wednesday of that month:

ACCOUNT CLERK
ACCOUNT CLERK-TYPIST/FINANCE CLERK I
TYPIST/OFFICE SPECIALIST I

Training & Experience - Rated Periodically:

Occupational Therapy Assistant
Physical Therapist
Physical Therapy Assistant

Supervising Nurse
Supervising Public Health Nurse

Training & Experience - Completed questionnaires postmarked by the third Wednesday of the month will place your name on the Eligible List effective the first full week of the following month:

Code Enforcement Officer

Application Support Services Assistant
Computer Services Assistant
Customer Service Representative
Information Technology Network Analyst I
Information Technology Network Analyst II
Information Technology Network Technician

Wide Area Network Manager

Programmer Analyst
Senior Application Support Services Assistant
Senior Computer Services Assistant
Systems Analyst
Technical Specialist (Information Systems)
Web Developer

**ALL EXAMINATIONS REQUIRE A \$15.00 APPLICATION FEE. CHECK OR MONEY ORDER ONLY,
PAYABLE TO: ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES.**

Ontario County Workforce Development
 3010 County Complex Drive
 Canandaigua, NY 14424
 585-396-4020

February 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1 Career Club 9-11 am	2	3 VESID Orientation 1:30 pm	4	5
8 Career Club 9-11 am	9	10	11	12
15 Holiday	16	17 VESID Orientation 1:30 pm	18	19
22 Career Club 9-11 am	23	24	25	26

FEBRUARY 2010 Finger Lakes Works Geneva One Stop Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1 E-Learning Workshop 10:30am	2 Kelly Services Recruitment 9am Resume Workshop 1pm	3 Job Search Over 50 – 2pm	4 Kelly Services Recruitment 9am Start Your New Career 2pm	5	Resume Workshop This workshop is designed for job seekers who either have never had a resume and also for those whose resume may be outdated. A resume is a summary of past experiences, skills, abilities, qualifications and personal characteristics. Your resume highlights your accomplishments so a potential employer can easily see the assets you would bring to the business. Review and revision are necessary in keeping your resume up to date and accurate. (Up to 3 hours)
8 Interested in Training 10:30am	9 Kelly Services Recruitment 9am	10	11 Kelly Services Recruitment 9am Career Club 2pm	12	Start Your New Career Group session with an Employment Counselor designed to assist in mapping out changes in career paths. A number of assessments are available to aid in determining the best path to take in changing vocational directions. (1 hour)
15 CLOSED FOR PRESIDENT'S DAY	16 Kelly Services Recruitment 9am Resume Workshop 1pm	17 Willstaff Recruitment 9-11am E-Learning Workshop 10:30am	18 Kelly Services Recruitment 9am	19 Interviewing Techniques 1pm	Interviewing Techniques You got the interview, now what do you do? Register for this workshop. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview. (2 hours)
22 Interested in Training 10:30am Disability Workshop 1:30pm	23 Kelly Services Recruitment 9am	24	25 Kelly Services Recruitment 9am Career Club 2pm	26	Career Club Join others who are looking for work, get job leads and find out what businesses are looking for when they hire, through this job club. This is an excellent opportunity to network with others and get insight and support in your job search. Learn about resources available (1 hour)
					What Job Seekers With Disabilities Need to Know Learn what you need to know about yourself and the labor market to get the best job for you. Get help with decisions about how much information to share with potential employers, when to disclose, and practical tips on how to do it. Learn what rights you have in the workplace. (2 hours)

Interested in Training

Finger Lakes Works has funds available to help people who need training either to change careers or enhance skills necessary for advancement to a better job. Our "Interested in Training" workshop is an orientation that provides information on what is needed to access these training funds available under the federal Workforce Investment Act. It will also provide things to think about when choosing a school or program. (1 hour)

Job Search Over 50

Mature workers face some unique challenges in the job search process. This workshop provides tools to help overcome challenges and use maturity to your advantage. (1 hour)

Basic Job Search

Looking for a new job, especially after a layoff, can sometimes be overwhelming. This workshop, especially for those that have not had to look for a job in a while, will help the jobseeker to use all of the current tools available to organize the job search. The basics of how and where to look for a job will be emphasized. (2 hours)

Is E-Learning Right for Me?

See a demonstration and learn the pros and cons of self-directed online learning. If Finger Lakes Works' Metrix Learning system is right for you, you will be set up with a plan and an account. (1 hour)

For more info or to sign up for one of our FREE workshops, contact:
Finger Lakes Works –NYS Department of Labor
70 Elizabeth Blackwell, Geneva, NY 14456
Phone: 315-789-1771 Fax: 315-781-2289



Visit www.fingerlakesworks.com for more info on jobs, recruitments and much more!
 Become a fan of our new Finger Lakes Works Geneva One Stop page on facebook.com for the latest news, events, etc.!