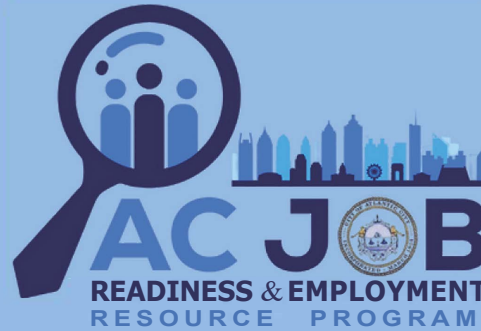


What We Offer

City of Atlantic City Job Readiness & Employment Resource Program provides help to Atlantic City Residents who are unemployed, upscaling, and/or seeking better employment opportunities. By reducing obstacles to sustainable employment, the office facilitates instruction on core soft skills, i.e., teamwork, interpersonal skills, time management, problem-solving, adaptability & critical thinking.

The Job Readiness Program utilizes **evidence-based software, including "Workplace Readiness" skills training, To Prepare for, Seek, Secure, and most importantly, sustain employment within the Business industry.** along with the American Hotel and Lodging Educational Institute the program provides online Certification courses in the Hotel/Restaurant hospitality industry & Workplace Readiness by completing a 16-hour in-person course curriculum which is a prerequisite before taking the Certification courses.

AC Job Readiness & Employment Resource Program Provides The **Tools For Job Readiness** (if needed), **Job Search**, and **Training** (if wanted). We want to assist with **Preparing** (if not ready), **Seeking** (when ready), **Securing** (refer for interviews), and **Sustaining** Employment (resources to assist with barriers to employment and employment retention).



JOB READINESS CLASSES INFORMATION

Location: Atlantic City
Police Athletic League

250 N New York Avenue

Days: Monday and Wednesday

Time: 10 AM - 1 PM

Contact:

Mr. Marcus Wilson
(609) 347-6487
Mwilson@acnj.gov

Office Hours:

M-F; 9:00 am - 4:30 pm



COMMUNITY DEVELOPMENT BLOCK GRANT

If you require reasonable accommodations to participate in City programs, activities, and services contact ACHRgov or (609)347-5374



Job Readiness & Employment Resources



City of Atlantic City
1301 Bacharach Blvd
Suite 501



3 Elements of Job Readiness

Hard Skills + Technical Knowledge

Soft Skills

Cultural Fit (Work Ethic)



Guest Service Gold Opportunities –
This program is designed with the goal of creating guest service-oriented line-level employees who know how to engage with guest to provide memorable services.

Career Exploration & Assessment The MECA System

A career exploration, career assessment and vocational assessment system related to training, education and employment.

MECA is also a popular maker education system connecting hands-on projects to applied academics.

MECA Components:

- **Interest Indicator** (assesses interests)
- **Learning Assessment Programs** (connects careers to academics)
- **Work Samples** (hands-on activities in real career areas)
- **Career Planner** (builds a plan to help make the future clearer)

Additional Learning Modules Provided
Workplace Readiness

The Success Profiler

Personal Responsibility

Bullying Prevention

Anxiety Management

Winning Colors

Financial Success

Certification Courses

There are six training packages you can utilize for Certifications:

Front Desk Representative (CFDR)

Guestroom Attendant (CGA)

Restaurant Server (CRS)

Maintenance Employee (CME)

Kitchen Cook (CKC)

Breakfast Attendant (CBA)

