

NEW YEAR → NEW GOALS



JAN-2020

A NEW YEAR... START SETTING SMART GOALS

We all need to have goals in our life! Our hopes, dreams and goals shape our lives, the choices we make, and the success we achieve. Everyone has different dreams – and a different definition of success. But everyone needs a dream or a goal. Dreams and goals give life purpose, direction, and meaning. They help young people build toward the future, and offer a sense of control and hope. Make sure your goals are clear and reachable, each one should be **S.M.A.R.T.**

- 1. Specific:** Your goal should be clear and specific, otherwise you won't be able to focus or feel motivated to achieve it.
- 2. Measurable:** It's important to have measurable goals, so that you can track your progress and stay motivated.
- 3. Attainable:** Your goal also needs to be realistic and attainable to be successful.
- 4. Relevant:** This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that you're still responsible for achieving your own goal.
- 5. Timely:** Every goal needs a target date, so that you have a deadline to focus on and something to work toward. ***Start your SMART GOALS Today!***



SOUTHWEST TRAINING RECEIVES \$50,000 EQT FOUNDATION GRANT



Southwest Training Services is pleased to announce it has received a \$50,000 grant from the **EQT Foundation** to support an in-school pilot program, ***“Driving Our Future Workforce”***, which trains Greene County high school seniors to become certified CDL-A Drivers and they will also receive additional certifications prior to their high school graduation.

“This type of innovative programming, which was developed to provide an additional career pathway opportunity and also address the need for CDL-A drivers, in multiple industries, has not been available to in-school students before in our area. We are so grateful to the EQT Foundation for their generous support of this initiative.” stated Lisa Neil, SWTS President.

Since the **EQT Foundation** was established in 2003, it has donated more than \$37 million throughout EQT's operating areas. EQT Corporation and the EQT Foundation are committed to the social and economic vitality of their operating regions. Together with a variety of non-profit organizations, the EQT Foundation develops strong partnerships that enrich the diversity and viability of our communities, sustains the principles of continuous learning & focuses on environmental protection efforts. **For more information**, please see: <https://www.eqt.com/our-communities/eqt-foundation> (See page 5 for additional grant program information and details)

SOUTHWEST TRAINING SERVICES, INC. BOARD OF DIRECTORS 2019-2020

Chair: **Dr. Dennis McCarthy** — Executive Director, Western Area Career & Technology Center
 Vice Chair: **Matthew Uram** — Job Developer, Southwestern PA Area Agency on Aging
 Secretary: **Marianne Albert** — Vice President, Penn Commercial, Inc.
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Rachel Mauer — President, German American Chamber of Commerce, Inc.
John Tkach — Director of Projects, Keystone Development Partnership

SWTS, Inc. Board Member SUZANNE PLACHTA Retires

THANK YOU TO SUZANNE PLACHTA for your unwavering support and guidance as a Southwest Training Services, Inc. Board member. We CONGRATULATE you on your retirement from First Federal Savings and Loan Association of Greene County and wish you the best as you enter into this new journey of your life. You will certainly be missed.



A NOTEABLE PERFORMANCE



Southwest Training Services, Inc. is proud to share that our Summer Youth Program Monitor, **Briana York**, performed in a choir tour in Italy this past summer.

The ensemble, directed by Matthew Mehaffey and composed of singers from The Mendelssohn Choir of Pittsburgh and The Oratorio Society of Minnesota, performed as invited guests of the Lake and Cremona Music Festivals.

Briana has been a Professional Core Singer in The Mendelssohn Choir of Pittsburgh since 2014 and a SWTS Summer Youth Program Employee since 2010. She is also the Music Education Teacher for Central Greene High School and Middle School.



To learn more about the Mendelssohn Choir of Pittsburgh visit:
<https://www.themendelssohn.org/>

ESSENTIAL SKILLS WORKSHOPS

Several area high schools have participated in Southwest Training's Career Essential Skills workshops which provide students with knowledge needed to get and keep jobs! The five workshops that SWTS staff provide include:

1. Resume Writing
2. Creating a Cover Letter
3. Learning How to Complete a Job Application
4. Dress for Success
5. Mock Interview Questions



A group of **Chartiers-Houston High School** students that participated in the series of workshops

CONNECT WITH PA CAREERLINK®

Looking for work? Interested in training? Want to attend Job Getting Workshops? Need help with your resume? Visit our local PA CareerLink® offices. Let us inform you of the many services and resources available to you!

You can also log onto: www.pacareerlink.pa.gov

PA CareerLink® Greene County

200 Greene Plaza, Waynesburg, PA 15370
phone: 724-852-2900

PA CareerLink® Mon Valley

570 Galiffa Drive, Donora, PA 15033
phone: 724-379-4750

PA CareerLink® Washington County

90 West Chestnut Street, Ste. 150 LL, Washington, PA 15301
phone: 724-223-4500



SUPPORT FROM SOUTHWEST...

Lisa L. Neil, President – lneil@swtraining.org
Cynthia A. Derrico, Vice President – cderrico@swtraining.org



For more information or to get involved, contact our Youth Staff:

Ester Barnes, Youth Program Coordinator
ebarnes@swtraining.org 724-229-1350 x 241

McKenzie Monaghan, Youth Case Manager (Wash.Co.)
mmonaghan@swtraining.org 724-229-1350 x 275

Maresa Hunyady, Youth Case Manager (Greene Co.)
mhunyady@swtraining.org 724-852-2900 x 246

Marta Zimmerman, Youth Case Manager (Mon Valley)
mzimmerman@swtraining.org 724-379-4750 x 125

Joyce Leyda, Records & Retention Specialist
jleyda@swtraining.org 724-229-1350 x 231

SHARING INFORMATION ON EDUCATION

At a recent Leadership Washington County class session, SWTS President, Lisa Neil, was part of a panel to discuss “Bridging the Gap of Education”. Panelists talked about trends in education and opportunities available from technical education to college, as well as, the importance of career exploration, internships & job shadowing for students. **Thank you Katie Unger-Chippis**, Executive Director for Leadership Washington County, for this opportunity!

Panelists were:

- ◆ **David Mariner**, Dean of Graduate & Professional Studies-Waynesburg University
- ◆ **Lisa Neil**, President-Southwest Training Services, Inc.
- ◆ **Dr. Dennis McCarthy**, Executive Director-Western Area Career & Technology Center
- ◆ **Shawn Grushecky, Ph.D.**, Program Coordinator & Assistant Professor of Energy Land Management-West Virginia University



Pictured about left-right: David Mariner; Lisa Neil; Dr. Dennis McCarthy; Shawn Grushecky

Eligible youth between the ages of 14 to 24 (in-school and out-of-school) can enroll with Southwest Training and work with our staff on the following:

- ⇒ Work one-on-one with a Youth Case Manager
- ⇒ Gain Skills To Get A Job
- ⇒ Achieve a Credential
- ⇒ Get help with Job Searching
- ⇒ Learn Effective Interview Techniques
- ⇒ Academic and Occupational Skills Testing
- ⇒ Supportive Services
- ⇒ Career Awareness Activities
- ⇒ Post-Secondary Training Opportunities
- ⇒ Paid Work Experiences
- ⇒ Job Shadowing Experiences
- ⇒ Post-Secondary School Visits
- ⇒ Employer/Industry Tours
- ⇒ Career, College and Job Fairs
- ⇒ On-The-Job Training

... AND MUCH MORE!

MEET THE SWTS YOUTH CASE MANAGERS!

Maresa Hunyady – Greene County

My name is **Maresa E. Hunyady**. Although I've only been a Youth Case Manager for a little over a year, I've been with Southwest Training Services, Inc. for four years. I have a dual role at the agency; along with being the Greene County Youth Case Manager, I am also the Eligibility Specialist for Greene County. My main office is the PA CareerLink® Greene County.

In my spare time, I enjoy Civil War Reenacting, crafting, and spending time with my 7 year-old son. My background had been in the medical field, but this job has really been a nice change. I believe the best part of my job is seeing the difference that I can make in peoples' lives and offering assistance to help them reach their goals.



McKenzie Monaghan – Washington County

Hello! My name is **McKenzie Monaghan** and I have been working as a Youth Case Manager at Southwest Training Services, Inc. for about a year and a half. However, before I was a Youth Case Manager, I worked as a Summer Manager for two summers while in college. I am a Geneva College graduate with a Bachelor's of Science in Psychology, and a current Master's candidate at Lock Haven University for Clinical Mental Health Counseling. When I am not at work I am spending time with family, coaching travel volleyball, or serving as the College and Youth Pastor at Amplify Church South. I seek adventure so traveling, spending time outside, and learning new things are important to me. The best part of my job is being able to empower youth to make the best of their future, enhance their personal well-being, and find hope and enjoyment in their education and career.



Marta Zimmerman – Mon Valley



Hello, my name is **Marta Zimmerman**, and I am the Mon Valley Youth Case Manager at Southwest Training Services, Inc. I've been with Southwest for almost six months, and I've truly enjoyed learning about the agency and helping our youth clients prepare and plan for their future.

I graduated from Washington High School and attended W&J College, majoring in International Studies and French with a concentration in Conflict and Resolution Studies.

In my free time, I volunteer with the Court Appointed Special Advocates (CASA) organization. I love to read, cook, and spend time with family and friends. I am so thankful for the opportunities that Southwest has given me. By working with the youth program, I've gained valuable professional skills and experience while contributing to the community in a meaningful way, and I'm excited to see where it takes me.

CDL-A PILOT PROGRAM – A SUCCESSFUL GROUP EFFORT

A Pilot Program, which was formalized by the Greene County Career & Technology Center, Penn Commercial and Southwest Training Services, Inc. has gotten off to a great start! This program is also endorsed by the Greene County Superintendents and we all have partnered to provide Greene County High School seniors (*students must be 18 years of age*) with the opportunity to earn a Commercial Driver’s License (CDL-A) while in high school. These students, who will receive their certifications prior to their high school graduation this year, will also be earning other certifications as well including, PEC SafelandUSA™, S/P2®, OSHA 30 and Flagger certifications.

The first group of students in this pilot program are expected to complete their program this month. The students are:

**Michael Robison—Wade Belford—Colby Simkovic—Zachary Simmons
Kasey Turner—Dalton Bamberger—Richard Shultz**

The second group of students will begin their CDL training at the end of January 2020.

Once again, a **BIG THANK YOU** to the **EQT Foundation** for supporting this program!



NATIONAL JOB SHADOWING DAY—FEBRUARY 2, 2020

Will Punxsutawney Phil see his shadow on February 2? Thousands of U.S. workers will see shadows as they provide opportunities for young people across America to "shadow" them for a day. Job shadowing enables students to get an up-close look at what a "real job" is like and how the skills they learn in school can be put into action.

Students around the country will shadow engineers, scientists, teachers, graphic designers, mechanics, doctors, architects, manufacturers, government employees and workers from hundreds of other professions as they all observe **Groundhog Job Shadow Day**.

Job shadowing is an invaluable experience that will help narrow down career choices and link classroom experiences with work requirements. A job shadowing experience might make a difference in the life of a student by giving that student a new vision for their future.

Employers willing to provide the time for a student to conduct a job shadow at any time throughout the year, please contact our youth staff (see page 3) **AND/OR** contact your local school district!



National Job Shadow Day

How did the Job Shadow initiative get started?

Many middle school and high school kids previously didn't have the opportunity to explore various career options firsthand by visiting a workplace. In 1996, the first local Job Shadow Day was conducted in Boston. In 1997, the National Job Shadow Coalition was formed to encourage participation in a shadowing initiative across the United States. The goal was to help young people explore firsthand the skills and education needed to succeed in today's and future job markets, and to encourage the development of relationships between students and caring adults. Given the current economy, students need these valuable experiences more than ever.

SWTS YOUTH SPOTLIGHT

Shayla Wellham: A Career in Criminal Justice

Shayla Wellham is a 2019 Canon McMillan High School graduate who is pursuing her Criminal Justice degree at Pittsburgh Technical College. Shayla is a hardworking and motivated individual whose ultimate goal is to work in law enforcement in the future. As a participant in Southwest’s youth program, she has shown exemplary character, skill, and knowledge and continues to build upon those in her education.



With the resources and support provided by Southwest Training Services, and Shayla’s personal drive to succeed in all areas of her life, she will have a bright and promising future!

(photo at right: Shayla practicing her “skills” on a classmate at PTC)



Jacob Popielarczyk: A Promising Future in Welding



Fire up a **new career in welding!**
PennCommercial.edu
Washington, PA

(Above photo is of Jacob Popielarczyk which is featured on Penn Commercial’s Instagram page)

Jacob Popielarczyk, a 2019 graduate of Charleroi Area High School, is currently attending the Welding Technology program at Penn Commercial. While in high school, he also attended Mon Valley Career & Technology Center for Precision Metalworking and Welding where he discovered his passion and talent for that field.

As a member of the Mon Valley Career & Technology Center’s Skills USA group, he placed 2nd in national testing for the Welding category. Once he completes his education, his ultimate goal is to join the Steamfitters Local 449 Union.



Along with his excellent work ethic, we know that the skills he gained by participating in Southwest Training’s youth program will aid Jacob in his very promising future.

Richard White: Driving into Success

Richard White, a 2019 graduate of Penn Commercial Business/Technical School, is currently working for TJD Energy Services as a Hot Shot Driver. It was with excellence that he completed the Commercial Driver’s License program and found employment



that he enjoys. Richard is an exemplary individual with great aptitudes and character. As a participant in Southwest’s youth program, he gained valuable skills and resources that will aid him in his promising future.

He has also been nominated for a PA Governor’s Achievement Award this year, for his achievements in a WIOA youth workforce development program.



SWTS YOUTH SPOTLIGHT

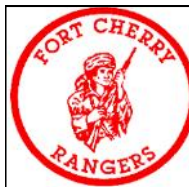
Jackson Clevenger: Learning while Earning



Jackson Clevenger, is a senior at Fort Cherry High School and also attends Western Area Career & Technology Center. He is currently working through Western Area Career & Technology Center's cooperative education (co-op) program at Steele Auto Body, in Oakdale, PA.

His goal upon high school graduation is to complete the Electrical Distribution Technology apprenticeship program through Duquesne Light Co.

(Photo left: Jackson stops for a photo in the shop)



To learn more about **Duquesne Light Company's** registered apprenticeship program for Electrical Distribution Technology please visit:

<https://www.duquesnelight.com/company/about/careers/craft-skilled-workers/electric-distribution-technology-program>



Taviaire Vereen: Making a Difference Through Leadership Academy



Taviaire Vereen is a member of Southwest Training Services youth program. He is a sophomore and also a member of the Leader Academy at Washington High School.

The Leader Academy is sponsored by the Chick-fil-A Foundation to teach today's students how to be tomorrow's leaders working on vision and values, servant leadership, teamwork, innovation, communication and impact projects. Business & Career Teacher, Ms. Devon Strimel, is the leader for Wash High's first Leader Academy group,

According to Ms. Strimel, *"The Leader Academy club meets once a month for an hour and half to work through monthly leader labs which are very engaging!. As a club we work together to create and participate in impact projects (one in December and one coming up in May) that get our student body and community involved to give back and make a difference."*

Taviaire and the other members recently volunteered for Toys for Tots to collect, organize and pack up toys for needy families for the holidays.



Natalie Egan: Pursuing Physical Therapy

Natalie Egan is member of SWTS's youth program and is a senior at Ringgold High School. She is a member of the National Honor Society, The Future is Mine Club,



Ram Pound Club, and is a volunteer for the Miracle League of Pittsburgh. She also a member of Ringgold's soccer and track teams.

Natalie is employed as a sales associate in a local department store. She plans to attend a college next year in order to pursue a degree in the field of physical therapy.



PRINCIPAL SPOTLIGHT: MRS. MARY DESPROSPERO-ADAMS – Western Area CTC

“I started teaching at Western Area Career & Technology Center as a Culinary Arts Instructor upon graduating with my teaching degree from Penn State University.

Prior to moving to an Administrative position, I worked as the Cooperative Education Instructor and Skills/USA Advisor.

As a former graduate of a comprehensive CTC, I am a true believer in Career and Technical Education. After nearly 40 years in Career and Technical Education, I can sincerely say that the most rewarding part of my time at Western Area has been working with students who find confidence, pride, and success in the careers they have chosen.”



MS. LESLIE EGAN: Learning Support Teacher - Ringgold High School



I am Leslie Egan and I am the Learning Support Teacher at Ringgold High School. I work as a learning support teacher & co-teacher in English and Math classes. I have English and Communications degrees from the University of Pittsburgh, a Paralegal Certification from Duquesne University and a Master's Degree in Education from California University of Pennsylvania.

My educational certifications include Elementary Education, Special Education and Secondary English. This is my first year working in a transition capacity for the high school. Creation of this position was long overdue and I hope to develop it into a program that will reach all of our students.



I love working with the students to help them to realize and attain their transition goals. It has been great working with Marta and Ester at Southwest Training. They have been such an incredible asset to our program. I look forward to a long and successful partnership with Southwest Training to assist and enhance the futures of our high school students.

MS. JENNIFER COSTANZA: High School Counselor—Carmichaels High School

I graduated from California University with my Masters in Counselor Education in May of 2017. Currently, this is my second year working as a School Counselor at Carmichaels Area High School.

I enjoy the simple things in life. I love warm weather, spending time with others, and long hugs. Being happy is a state of mind, and I don't think people should settle for less than they deserve. I always look toward the next big thing! I love seeing people happy, when someone else is down, it breaks my heart.

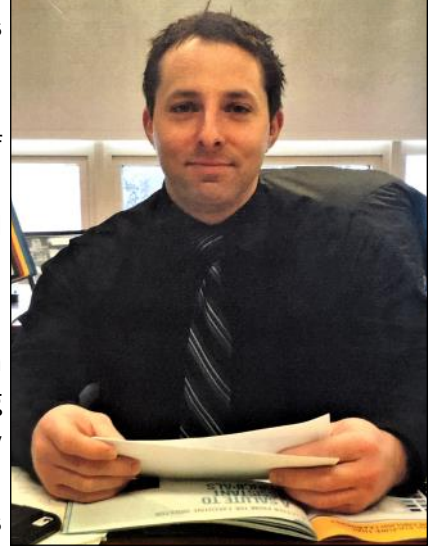


I think the best part about my job is having the opportunity to be there for students and to listen. Sometimes that sounds so simple but can be so powerful for a student to be heard and feel valued. It is amazing to help students and families get excited about the future and all the awesome opportunities that life has to offer.



NEW TRINITY HIGH SCHOOL PRINCIPAL: MR. CRAIG URAM

Congratulations to Mr. Craig Uram who has been hired as Trinity High School's Principal! Mr. Uram has been with Trinity Area School District since 2009. In 2016, he became the assistant principal at Trinity Area High School. He served in that role for three years before becoming high school principal in December of 2019. In 2018, he served as the acting principal of Trinity West Elementary. Prior to his administrative experience, Mr. Uram began his career as a special education teacher at Intermediate Unit 1. The following school year, Mr. Uram served as a 5th grade math teacher at Trinity West Elementary.



Mr. Uram received his Bachelor of Science degree in elementary education from Robert Morris University and his special education certificate from Waynesburg University. He also completed his Masters of Education at Waynesburg University in educational leadership along with completing his principal's certification. Mr. Uram is continuing his education at the University of Pittsburgh, in acquiring his superintendent letter of eligibility and his doctorate in educational leadership.

Mr. Uram stated, *"It is an extreme honor to be named as the high school principal at Trinity Area School District. As the high school principal, it is imperative to continue the highest level of commitment to providing the best educational opportunities to our students at the Trinity Area School District. I look forward to continuing Trinity Area School District's great partnership with Southwest Training that not only benefits our students but, most importantly, the surrounding community."*

Southwest Training Services, Inc.

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WORD LIST

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- CAREERLINK
- COUNTY
- EDUCATION
- EMPLOYMENT
- GREENE
- INDUSTRY
- INTERNSHIP
- INTERVIEW
- MENTORING
- NONPROFIT
- OCCUPATION
- PERFORMANCE
- RESUME
- SKILLS
- SUCCESS
- SUPPORT
- TRAINING
- WASHINGTON
- WORKFORCE



OUTSTANDING ON & OFF THE FIELD: Zakhi Marshall

Zakhi Marshall is a senior at Washington High School. A recent job shadowing experience solidified his career choice! He wants to be



Trinity Middle School Principal,
Mr. Paul Kostelnik with Zakhi

a teacher. Zakhi had the opportunity to job shadow teachers from Trinity Middle School. Zakhi is also a standout on the football team and received “Lineman of the Year” and made the All-State Team.



His future plans are to attend college and major in education. Currently he is exploring post-secondary school options!



Mrs. Elaine Blackhurst, Family Consumer Science teacher, Zakhi Marshall and middle school student Darius Clark.

Brett Wrubleski: Achieving Eagle Scout Rank



Brett Wrubleski, an 11th grade student at Trinity Area High School, and a member of Southwest Training’s youth program, received his Eagle Rank at the age of 15, in December 2018. Brett is very passionate about scouting and has been a member of the boy scouts since first grade.

To be awarded an Eagle Scout, Brett had to complete a total of 21 merit badges, (13 which are required). An Eagle Scout must also serve actively as in a leadership role within the troop, and develop and give leadership to others in a service project helpful to any religious institution, school, or community.

Brett completed 26 merit badges before receiving his Eagle Scout Rank. His service project benefited his church, Washington Alliance Church. He planned the project and lead his fellow scouts and volunteers in constructing landscaping steps for the emergency exit of the church. The project was completed from start to finish in 22 hours.

Brett is active in Troop 1315 in Washington, PA and spends his summer at Fort Steuben Scout reservation in Ohio where he works as a camp counselor, serving as a role model and helping younger scouts achieve merit badges. He has also served as emcee for the Family Night program at summer camp.



CONGRATULATIONS BRETT!
What a great accomplishment!

Future Business Leaders of America - Region 4 Leadership Conference

California University of PA welcomed 270 high school students to the Convocation Center on December 6, 2019, to put their skills as future business leaders to the test. The students, from 10 high schools in Fayette, Greene, Washington and Westmoreland counties, competed in the 2019-2020 Future Business Leaders of America Region 4 Leadership Conference. FBLA is the high school division of Future Business Leaders of America-Phi Beta Lambda Inc. It helps high school students prepare for careers in business through academic competitions, leadership development and educational programs.

Southwest Training is pleased to announce that a few of our SWTS program's youth participants had great success!



ANDREW KLEPEIS

Andrew Klepeis is a senior at Bentworth High School this year. He came in **1st Place** in the **Journalism Category** at the recent FBLA Conference.

Andrew's future plans include attending the University of Pittsburgh Main Campus for Political Science and Philosophy.



HAILEY LUSK

Hailey Lusk, a senior at Bentworth High School, placed **2nd** in the **Job Interview category** in the FBLA competition.

Her future plans are to attend Washington & Jefferson College and major in pre-med with a minor in Spanish. She is also currently employed at the Century Inn as a hostess.



MCKENZIE HUBER

McKenzie Huber is a senior at Burgettstown High School and she also attends Western Area Career & Technology Center Health Occupations program.

She placed **1st** in **Health Knowledge** at the FBLA conference. In April, she will compete at the state level. McKenzie is currently working at Country Meadows Retirement Communities, in various departments, through Western Area CTC's co-operative education program. Her future goal is to become a registered nurse.



Samantha Hindman, a senior at Bentworth High School, recently won **3rd place** at the FBLA region 4 competition in the category **Political Science**, and will be advancing to the State competition in Hershey, PA in April. Samantha says, "FBLA is one of the many activities that give me the skills I need to be successful in the future."



SAMANTHA HINDMAN

"I have also recently had the opportunity to attend a **job shadowing experience** at the **WPXI headquarters**, seeing firsthand the intricacies of the journalistic process from start to finish. This has given me insight into the career path I have chosen and was the experience of a lifetime. I am incredibly excited to enter the workforce and be able to excel as a **Broadcast Journalist**."





Students from Chartiers Houston and Trinity High School spent the morning job shadowing at Penn Commercial with Ms. Marianne Albert, Vice President. They were able to tour the school and sit in on some classes. *Pictured above, left to right are:* Madison Wisnoski, Autumn Barnhart, Marisa Smith, Marianne Albert, Jolee Main **Thank you Marianne Albert!**



Ameara Chandler, a junior at Canon-McMillan High School, recently had a job shadowing experience with Washington County Assistant District Attorney, Megan Faust. Ameara was able to experience opening statements in a trial, she was also able to talk with several attorneys, ask questions, and toured the juvenile courtroom. GREAT EXPERIENCE!

Thank you once again – Megan Faust!



Pictured above, left to right: Shannon Reed, senior at Burgettstown High School and Paige Neenan, owner of Solomon's Seafood Restaurant.

Shannon recently had the opportunity to conduct a job shadowing experience at Solomon's. This was a great experience for her! She has been accepted into the Business Administration–Bachelor of Science program at Pittsburgh Technical College.

Her future plans include owning a restaurant one day. She is currently employed as an assistant manager at Jimmy John's Gourmet Sandwich shop in Robinson Township.

Attention Schools, Agencies and SWTS Youth: If you have a story to tell and would like us to feature you in our newsletter, please contact Youth Coordinator, Ester Barnes at ebarnes@swtraining.org. *Thank you to those that shared their stories!*

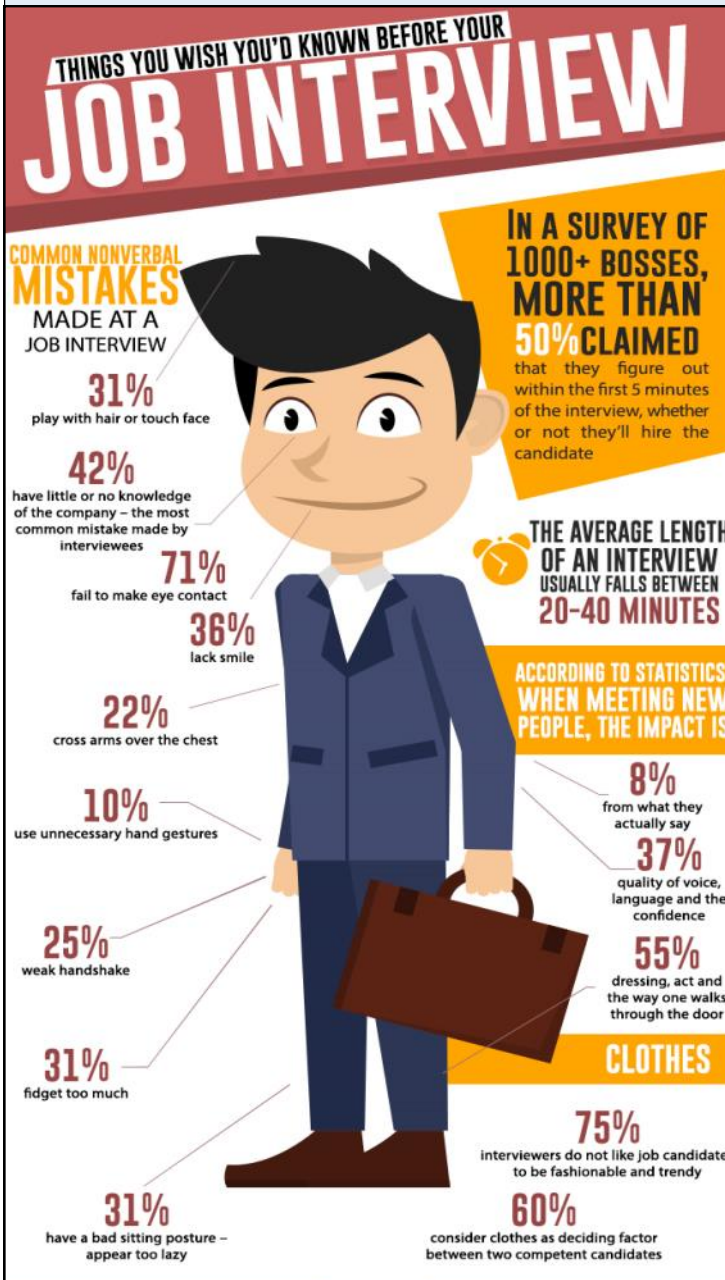
Knowledge Shared = Knowledge²



ANSWER KEY FOR WORD SEARCH ON PAGE 9

Southwest Training Services, Inc.

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SUCCESSING IN AN INTERVIEW

1. **Arrive for Your Interview About 15 Minutes in Advance:** Make sure you take a trial run if you are unsure of the location or how long it might take to park. Punctuality is a major concern for employers of teens, and late arrival will often kill your chances of landing the job.

2. **First Impressions Have a High Impact:** Take care with the way you dress to show the employer that you are taking the job seriously. For most jobs, business casual will be suitable.

3. **The Receptionist, Secretary or Another Staff Member Who Greets You May Not Be Your Interviewer:** However, you can bet that the interviewer will ask about their impressions of you. Sit up straight, look them in the eye, smile and converse respectfully with them. Make them want to tell the boss that they like your personality and that you would fit in.

4. **Greet the Interviewer With a Firm Handshake, a Warm Smile and Look Them in the Eye:** Make a mental or physical note of their name and use it during the interview. Always address the interviewer as Mr. or Ms.

5. **Turn Your Cell Phone off or to Vibrate:** Resist the temptation to take a peek at any time before, during or after the meeting, when you are in view of the interviewer. Employers are very concerned about losing productivity among teen employees who are constantly checking their phones.

6. **Exude Energy, Enthusiasm and a Positive Attitude at All Times:** Employers want upbeat teen workers who don't bring any attitudinal baggage to the job. When sitting, avoid slouching and lean slightly forward, like you

are eager to hear the next thing that the interviewer has to say.

7. **Take an Inventory of Your Strengths Prior to the Interview:** If the employer has advertised the job, look at the description and be prepared to say how you meet as many of the qualifications as possible.

8. **Be prepared to Say Why the Job Interests You.**

9. **At the End of the Interview, Be Prepared to Ask a Few Questions About the Job:** Focus on issues like the type of the work, training, supervision and when you might expect to hear from them. Don't bring up pay. If the job seems like a good fit, look the interviewer in the eye and tell them that you would like to work there.

10. **Effective Follow-Up After Your Interview Can Separate You From the Other Candidates:** As soon as you leave the interview, compose a thank you note expressing your gratitude for the interview and stating briefly that you would love to work with them and why you think it's a good fit. A card is a nice touch if your handwriting is legible, but email is also acceptable. Whichever you choose, send it immediately. It will reinforce your punctuality and ability to get things done, as well as reiterating your interest in the job.

COMMUNITY CONNECTION: THE DREAMERS COMPANY & MR. AARON MILLER



The Dreamers Co. is a catalyst for community development in Washington. This non-profit has addressed blight through the revitalization of homes, owned and rented, by elderly, disabled and veterans, as well as the beautification of public spaces, namely the park and playgrounds of Washington. Five years ago the company started with 62 volunteers and a few yards. Since then, over 80 properties have been revitalized and they have invested over 30,000 volunteer hours. Many of these hours come from high school students. From the beginning, The Dreamers Company has partnered young people with skilled trade persons from the community. This work has not only resulted in measurable change, but many mentoring moments as well. "We believe that the strength of a community is the passing on of wisdom and passion from one generation to the next." states executive director, Aaron Miller .

One of the best expressions of The Dreamers Company, is the annual work week of Mission Washington, in June. During this week, over one hundred volunteers from across the community come together with a focused intensity to bring maximum change. The scope of work has varied from patching roofs, to pouring sidewalks, clearing abandoned lots, and landscaping yards.

One of the major concerns that the company continues to hear about are playgrounds. These spaces are essential to the memories and relationships that connect a community. The 7th Ward playground became a focal point of community conversation when it was closed due to vandalism and activities occurring late at night. With proper lighting and removal of line of sight obstructions for patrolling officers, rebuilding of benches and repairing equipment, this community space was refurbished.

The Dreamers Headquarters is well on its way! Recently the company took on their largest project to date and purchased a home for the burgeoning movement in the business district of the city. Once a home for the nuns who served at Immaculate Conception Church and JFK School, the convent located at 130 N Franklin St had sat empty for over a decade. Once renovations are complete, the 15,000+ square feet serve as an event space in the City of Washington. This space will be converted into a multifunctional community center and preeminent event venue complete with a full kitchen, office and classroom space, an incubator for emerging businesses, and a rooftop garden and patio.



Before and After photos of restoration work on a playground!

As executive director of The Dreamers Co., Aaron Miller seeks to see individuals awakened to their dreams and a city transformed as a result. Aaron was a youth pastor for 18 years, now associate pastor, recording artist, and community leader.



AARON MILLER, EXECUTIVE DIRECTOR

Aaron believes that every movement of change begins with a dream. In his free time, he enjoys specialty coffee, good food, and traveling to speak.

For more information or to get involved visit:

thedreamersco.org

EXPLORE, EXPLORE and EXPLORE MORE!

Here are a few websites to check out that will help you to learn more about careers!

<https://www.bls.gov/k12/students.htm>

Find careers that relate to your interests and learn fun facts about the economy and jobs.

<https://www.careeronestop.org/GetMyFuture>

Find a career that makes you happy every day!

<http://www.learnhowtobecome.org> A career is a commitment; a career is hard work; a career is your passion. Are you ready to find yours?



In Memory of Barbara L. Cole

Barbara L. Cole of Waynesburg passed away Tuesday, December 24, 2019 in J.W. Ruby Memorial Hospital in Morgantown, West Virginia.

Barbara was a long-time friend and member of Southwest Training Services, Inc. Board of Directors, serving in multiple capacities, for 13 years, until her retirement in 2013.

Barbara retired from the PA Department of Labor and Industry—Bureau of Workforce Partnership and Operations and as the site administrator of the PA Career-Link® Greene County, located in Waynesburg, after 38 years of service.

Along with serving on SWTS’s Board of Directors, Barbara was also on the Board of Directors of the Community Foundation of Greene County, & the Board of Trustees



of Cornerstone Care. Barbara was also a member of the Waynesburg Rotary Club.

She will always be fondly remembered for her commitment to workforce development and community service in Greene County and with Southwest Training Services, Inc.

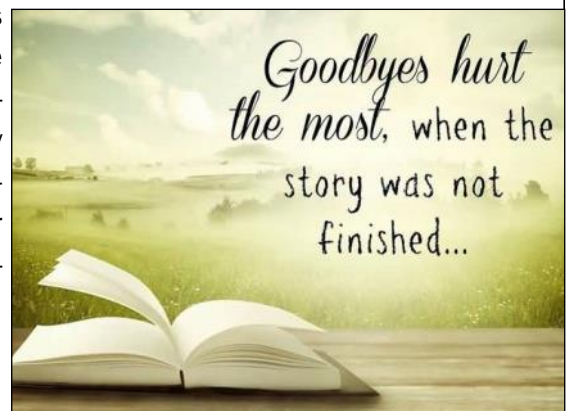


In Memory of Sarah Schmelzlen - July 17, 2001 - December 10, 2019

Sarah B. Schmelzlen, 18, of Carmichaels, PA, passed away unexpectedly on Tuesday, December 10, 2019. Sarah was the daughter of Rachel A. (Miles) Schmelzlen of Carmichaels and the late Mark A. Schmelzlen.

Sarah was a member of Southwest Training’s youth program and was a senior at Carmichaels Area High School. She was also attending the Greene County Career and Technology Center where she was studying in the health assistant program Her instructor, Ms. Stacy Wheaton, was a great influence in her life. Sarah enjoyed woodworking and visiting amusement parks and will be remembered for her big bright smile and willingness to help others. Our heartfelt sympathy goes out to all of her friends and family.

Sarah will be forever missed by all who knew and loved her...





Youth Services are sponsored by the
Southwest Corner Workforce Development Board and
the Commissioners of Greene, Washington and Beaver Counties

*Recognizing the importance of
preparing young people for
success in the workplace.*



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