



On-the-Job Training Program for Mature Workers

The Senior Community Service Employment Program (SCSEP) at Westmoreland County Community College offers paid training for unemployed residents who are 55-years-of-age and older, and who meet income eligibility guidelines.

Public agencies, government offices, or 501 (c)(3) nonprofit organizations serve as training sites for program participants who can update skills and learn new skills while continuing their job search.

Positions are available throughout Westmoreland County, earn \$7.25 per hour, and average 20 hours per week. For more information, call Rebecca Dunn or Mimi Owens: 724-925-4066 or toll-free 1-800-262-2103 extension 4066.

Training Opportunities

Clerical Assistant: Update office skills.

Custodial /Maintenance Assistant: Learn methods of professional cleaning, grounds keeping, and maintenance.

Dietary Aide: Learn safe food preparation techniques.

Docent: Apply interest in history and customer service at local museums

Library Aide: Individuals should possess an inquisitive, helpful attitude and customer service focus.

Program Aide: Assist senior center managers with activities, announcements, and office support.

Receptionist: Refine customer service and phone skills

Retail Associate: Learn customer service, cash handling, and display techniques.

Teacher's Aide: Assist in pre-school children's center.