

## **On-the-Job Training Program for Mature Workers**

The Senior Employment Program at Westmoreland County Community College in Youngwood, PA operates the Senior Community Service Employment Program (SCSEP) in Cambria, Fayette, Greene, and Westmoreland counties.

Regulated by the Department of Labor and underwritten by grants distributed through the National Council on Aging and the Westmoreland Area Agency on Aging, the program offers paid training for unemployed residents who are 55-years-of-age and older, and who meet income eligibility guidelines.

Eligible applicants are placed in training assignments to update skills, learn new skills, and to network in the community with their job goal in mind. Participants in the program are paid \$7.25/hour for up to 20 hours per week. For more information, call 724-925-4066.

### **Training Opportunities**

**Clerical Assistant:** Update office and computer skills.

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

**Dietary Aide:** Learn safe food preparation techniques.

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

**Program Aide:** Assist with activities, announcements, and office support.

**Receptionist:** Refine customer service, phone, and office skills

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

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