

# YouthWorks Calendar

# JUNE 2019



**Contact Information**

Phylis Gedeon  
 Youth Services  
 Specialist  
 413-858-2818  
 pgede-  
 on@masshirespringfield.org

Welcome Meeting  
 For Youth 18-24  
 Mon, Wed, Fri.  
 10:00am-11:30am

**June Events!**








June 7 - Hot Jobs & Hot Dogs Heritage State Park - 221 Appleton Street

June 17 - Keeping Mass Working Job Expo . Job seekers 16 & older should attend.

June 12 & 26 FREE Computer Class! Learn to use Google G-Suite to create your resume and much more! Space limited, pre-registration is required.

All Workshops will be held at:  
 1 Federal Street  
 Building #103-3,  
 Springfield, MA 01105  
 (Formerly FutureWorks)

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Mon	Tue	Wed	Thu	Fri
3 One on One Career Planning & Advising By Appointment only 1PM - 3PM	4	5  Job Corps 1PM –2PM Liberty Room	7 <b>JOB FAIRS</b> 	MassHire Holyoke Job Fair Hot Jobs & Hot Dogs Heritage State Park 221 Appleton Street 1PM –3PM
10 One on One Career Planning & Advising By Appointment only 10AM - 12PM	11	12 FREE Google Resume Lab 5:00pm -7:00pm Registration Required  Job Corps 1PM –2PM Liberty Room	13 Youth Center Open Closes at 3:00PM	14 Meet with HCC 9AM –12PM Liberty Room
Keep Western Mass Working Job Expo Center Court Basketball Hall of Fame 4:00pm—7:00pm Dress to Impress!!	<b>JOB FAIRS</b> 	19 FREE Google Resume Lab 5:00pm -7:00pm Registration Required  Job Corps 1PM –2PM Liberty Room	20 Youth Center Open Closes at 3:00PM	21 Meet with HCC 9AM –12PM Liberty Room
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**To become a member of YouthWorks:** Stop by the Youth Department to receive an overview of YouthWorks services and resources. Youth must bring their Social Security number and be between the ages of 14-24 to become a member.

To register for workshops in the YouthWorks Department please stop in or call Phylis Gedeon 413.858.2818/ [pgedeon@masshirespringfield.org](mailto:pgedeon@masshirespringfield.org)

## Workshop Descriptions

**New Google G-Suite Computer classes:** Learn to use Google G-Suite effectively and efficiently. MassHire Springfield of Google's Applied Digital Skills Curriculum is project based learning with practical life applications, designed for both instructor lead and self-paced learning, integrated approach to learn Docs, slides, Gmail and Drive. Applied Digital Skills encourages students to apply their digital skills to relevant, real-life problems. Google Computer classes consist of - Resume Creation, Setting Up Job Search Log and Organizing your college Application using Google sheets. See Youth Department for more details.

**Introduction "One-on-One"** Meet for 30 minutes, one-on-one with Youth specialist! This career counseling/coaching session aims to help the individual examine career and educational goals, explore the world of work. At the end of the session the individual will leave with an outline SMART plan as how to best achieve outlined goals. \*\* Appointments must be made in advance\*\*\*\*. Contact information at above

**"Job Application Assistance (paper and on-line)"** Learn How to access, and to fill out on-line applications and tips on filling out hard copy (Paper) applications effectively. Youth will also learn about the importance of their first impression and the appropriate amount of times to follow up

**"Introduction to Resume/Cover letter Writing"** This is a two part workshop that will provide an overview of what a resume is, when its needed and the different types of formats that can be used. Part 2 of this workshop is facilitated in a computer Lab, so please bring a flash drive or have access to an email to save your resume.

**"The Interviewing Process"** Learn how to effectively represent yourself over the phone and in a face-to-face interview. You will build confidence in communicating with potential employers.

**"Internship/Co-op JEOPARDY"** A fun and interactive way to improve your internship and Co-op searching skills and learn about what employer are seeking in interns. The workshop will be broken up in to two teams. Each team will work together on answering the questions to receive the highest score. Each person will receive free gift certificate to FREE Google computer Class.

**Job Search JEOPARDY"** A fun and interactive way to improve your job searching skills and learn about what employer are looking for Workshop will be broken up in to two teams. Each team will work together on answering the questions to receive the highest score.

**"Balancing School & Work"** Learn how to effectively manage your time between working and school. You will learn how to use time management tools such as on-line and phone app calendars, study tricks and strategies and note taking.

**Westover Job Corp:** A Job Corp Representative will be present in the youth area by Appointment to provide information on the program. Need additional information? Want to meet one on one? Come to the Career Center every Wednesday at 1PM for INFO & Orientation SESSIONS: Onsite at MassHireSpringfield. See Youth Department representative for more information.