



Job Leads for Week Ending 2/7/25
Employment and Training Services
We're Here to Help! Se habla español!

AMERICAN JOB CENTER ® is designed to provide a full range of assistance to job seekers un-der one roof. The centers offer training referrals, career counseling, job listings, and similar employment-related services

- ⇒ **Career and skills assessments**
- ⇒ **Guidance on using labor market information for your job search and career development strategy.**
- ⇒ **Assistance in developing your Individual Employment Plan**
- ⇒ **Career counseling & coaching services**
- ⇒ **Free virtual and traditional classroom occupational training opportunities**
- ⇒ **Free career readiness and soft skills training**
- ⇒ **Resume preparation and interview skills**
- ⇒ **1 Year of services to ensure that you remain employed.**

We are open, Monday through Friday 8:30 AM – 5:00 PM.

Local workforce professionals are available for employment and training. State employees are not working in-person.

Students:

If you have found an unfunded or underfunded internship, you can apply for paid Work Experience funding!

Both your worksite and you must be eligible for federal workforce funding. Begin the eligibility determination process today!

Contact Janet and Sarah by email at Opportunity@AmericanJob.Center

Rock Island:

500 42nd Street, Suite 6
Rock Island, IL
(Entrance on south side of building)
(309) 429-6429

Kewanee:

404 E. 3rd St.
Kewanee, IL
(Inside Black Hawk College)
(309) 245-1934

Serving Rock Island, Henry, and Mercer Counties

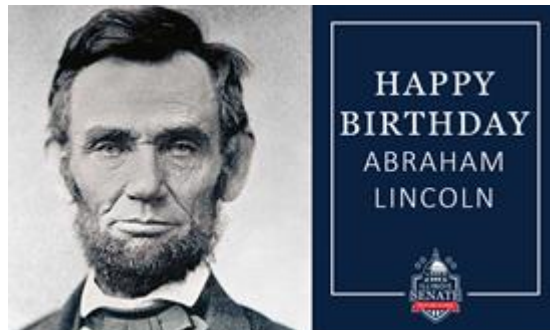
Funding through AMERICAN JOB CENTER ® is provided by the Illinois Department of Commerce and Economic Opportunity (DCEO), on behalf of the United States Department of Labor (DOL). Therefore, individuals must meet the eligibility criteria set by DOL's Workforce Innovation and Opportunity Act (WIOA). The Illinois workNet Center System, AMERICAN JOB CENTER ®

AMERICAN JOB CENTER ®, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY/TDD (800) 526-0844 or 711.

OUR OFFICES WILL BE *closed*

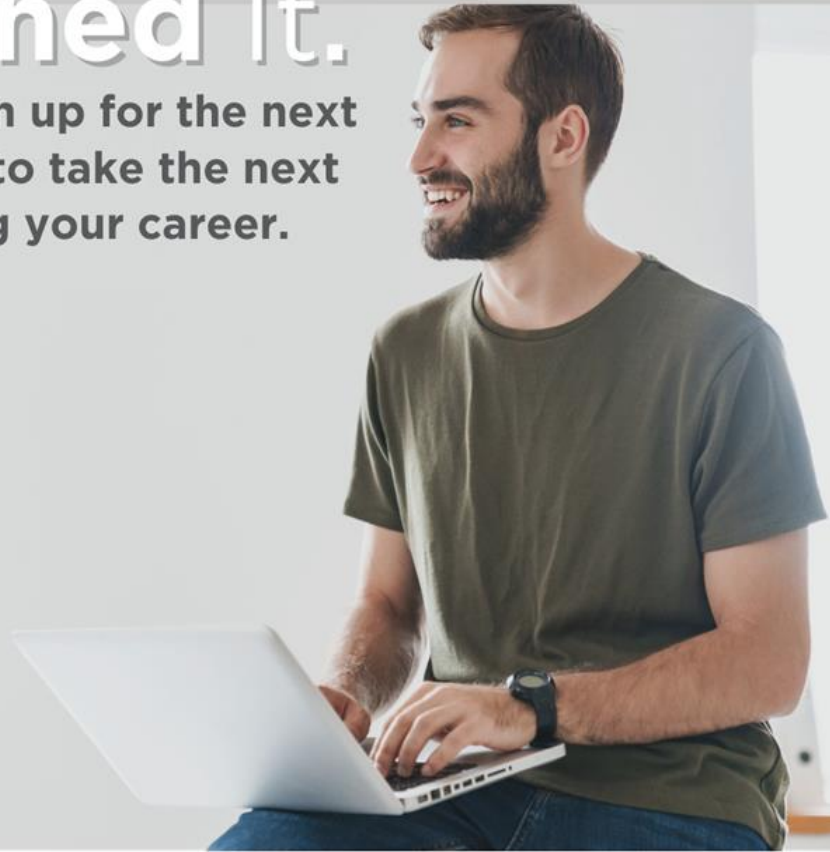
The American Job Center office will be **CLOSED** to the public on **Wed., February 12th, 2025**, in observance of Lincoln's Birthday.

We will resume regular office hours on **Thurs., Feb. 13th, 2025**.



He Earned It.

You did, too. Sign up for the next OBTT workshop to take the next step in advancing your career.



OBTT Build your Brand.
Refine your Resume.
Craft your Career.

OFF-BASE TRANSITION TRAINING

OBTT is an opportunity earned through service for veterans, veterans currently serving in the National Guard and Reserve, and their spouses, to take control of their career through employment-focused workshops offered in-person and virtually.

Register online @ dol.gov/obttworkshops



February 11, 2025

Resume Essentials

This workshop covers the elements of a resume and provides job seekers with techniques to create an effective document that employers will notice.

Time: 9:00am-11:00am

Resume Writing Workshop

During this workshop, attendees will have time to craft an initial resume or revise a current one.

Time: 11:30am-1:30pm

Location:

American Job Center
500 42nd Street, Suite #6
Rock Island, IL 61201

For more information, contact:
eric.west@serco-na.com | 309-930-6814

Are you skilled in hardscaping and passionate about creating beautiful outdoor spaces? Topscope Landscaping, a family-owned business in Moline, Illinois, is looking for an experienced Hardscaping Foreman to lead our dynamic team! Serving the Rock Island County, East Iowa, and the Quad Cities area, we pride ourselves on transforming landscapes.

Your role:

- Lead and mentor a crew in hardscape projects.
- Uphold our standard of excellence in paver patios, retaining walls, and more.
- Collaborate closely with clients and team members.

Requirements:

- Proven hardscaping experience.
- Valid driver's license and transport.
- Physical fitness, positive attitude, and eagerness to learn.
- Heavy machinery and trailer hauling knowledge

Bonus! Topscope Landscaping offers snow removal during winter months so we will keep you busy all year round!

Join Topscope Landscaping and make a real difference in our community. Apply now!

Giovanni.Cedeno94@gmail.com (309)-749-7696



Now Hiring For Our Landscaping Crew
\$18-\$35/Hour

Apply Today! →



We're seeking a talented individual to join team Moline as our Parks and Recreation Summer Intern!

Those interested should email their cover letter and resume to Eric Griffith at egriffith@moline.il.us

Full job details: <https://www.moline.il.us/.../14738/Internship-Description...>

A recruitment poster with a black border. At the top, it says "JOIN OUR TEAM" in a stylized font, with "JOIN" in a black box and "OUR TEAM" in white on a yellow background. Below this, it reads "WE'RE SEEKING A 2025 SUMMER INTERN!" in large, bold, black letters. In the bottom left corner is the City of Moline Parks & Recreation logo. In the bottom right corner, it says "Interested? Send cover letter and resume to Eric Griffith at egriffith@moline.il.us".



Posting Open:
2/3/2025

Posting Closed:
2/12/2025

DEPARTMENT:
County Clerk

JOB TITLE:
Deputy Clerk III - Elections

JOB CLASSIFICATIONS:

Grade: 21

Salary: \$20.87 /hr.

Hours: 40 hours per week

Please submit resume and completed application to:

Rock Island County Clerk
PO Box 3577
Rock Island, IL 61204-3577

Application can be found online at <http://www.rockislandcounty.org/jobs/>
Email to enunn@rockislandcountyil.gov

ROCK ISLAND COUNTY

CLASSIFICATION SPECIFICATION GRADE 21

TITLE: DEPUTY CLERK III

12/1/04

Characteristics of the Class: Under general direction performs specialized, advanced clerical work requiring administrative ability in carrying out all activities in assigned area. Work involves independence in the performance of duties, considerable discretion and judgment in making work decisions that require knowledge of laws and procedures applicable to the area of assignment; considerable contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives assignments from the supervisor, who defines objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents. May direct the work of other employees. Performs other work as requested.

Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.

Examples of Essential Functions:

Performs general office duties; answers phones, waits on counter, registers voters, types, files, uses facsimile, copier, adding machine and paper cutter.

Enters new registrations, changes of addresses; deletes and makes inactive records on computer.

Checks in petitions when filed in County Clerk's Office.

Uses Microsoft Word to type letters, lists forms, etc.

Uses access database to keep election judge file, deputy registrar file, precinct committeemen file, all elected officials file for the county; prints labels and lists for same.

Sets up ballot pages (enters candidates, questions and punch numbers), proofs ballot, prints ballots and specimen ballots.

Sends out letters to all polling places requesting use for each election.

Prints pre-printed applications to vote and auto poll lists for each election; prints voter ID cards.

Updates and validates voter codes for each precinct.

Prints voter registration lists and labels for candidates and organizations.

Oversees election judge notification before each election and at re-certification.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

Other duties as assigned

Minimum Requirements:

A. Training and Experience

High school diploma, GED or equivalent certificate of competency, supplemented by business college level courses; by five years experience in a court-related environment, of which two years experience is in a supervisory position; satisfactory security and background check; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills

Knowledge of court procedures and policies in the area of assignment.

Knowledge of the operations, functions, and scope of authority of the court or activity to which assigned.

Knowledge of legal and administrative terminology and/or procedures.

Knowledge of policies, practices and procedures of modern office techniques, filing, record keeping and office machines.

Knowledge of supervisory principles and practices in a modern office environment.

Knowledge of principles and practices of bookkeeping.

Ability to be flexible in performing varied assignments on a day-to-day basis.

Ability to handle large volumes of transactions rapidly, accurately and honestly. Ability to supervise the handling of monies paid into the registry of the court, including balancing cash drawers, running tapes and comparing with cash receipt books.

Ability to calculate and transcribe numbers quickly and accurately.

Ability to be bonded.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of complex records.

Ability to prepare reports from records.

Ability to establish and maintain productive working relationships with subordinates, co-workers, county officials, court officials and public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquiries in a tactful and courteous manner.

Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier, calculator, tape recorder, cash register, micro-film reader/printer and computer systems and printer.

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires oral communications ability.



🔴 We're Hiring at ACE Waterproofing & Basement Solutions! 🔴

Looking for a career with a locally owned company that values hard work, customer service, and craftsmanship? We have two open positions and are looking for dedicated individuals to join our growing team!

◆ Foundation Specialist

Are you experienced in foundation repair or eager to learn a skilled trade? This role involves diagnosing foundation issues, recommending solutions, and ensuring high-quality repairs to protect homeowners' investments. Great for problem-solvers who enjoy hands-on work!

📌 Learn more & apply here: <https://www.acewbs.com/foundation-specialist/>

◆ Production Crew Member

Join our hardworking crew and help install waterproofing and foundation repair systems. This role is perfect for those who enjoy physical, outdoor work and take pride in delivering top-notch service to customers. No experience? No problem—we provide on-the-job training!

📌 Learn more & apply here: <https://www.acewbs.com/production-crew-member/>

📌 Ready to apply? Visit our Careers Page 🙌 <https://www.acewbs.com/careers/>

A dark blue rectangular graphic with white text and a logo. The text reads 'New Job Opportunities' in a large, bold font. Below it are two bullet points: '◆ Foundation Specialist' and '◆ Production Crew Member'. At the bottom is the ACE Waterproofing & Basement Solutions logo, which includes a white water drop icon and the company name in white text.

New Job Opportunities

- ◆ Foundation Specialist
- ◆ Production Crew Member

ACE
WATERPROOFING
& BASEMENT SOLUTIONS



The Library is hiring! 📖

Learn more and apply here:

<https://www.governmentjobs.com/.../library-information...>





Electrical Designer

Parr Instrument Company - Moline, IL

Position Title

Electrical Designer

Reports To

Engineering Manager

Company Overview

Parr Instrument Company is engaged in the design, manufacture, and sale of laboratory instruments that are used for: testing fuels, conducting chemical reactions and experiments that require elevated temperature and pressure. Having devoted its attention specifically to these specialty products for over one hundred years, Parr Instrument Company has developed a reputation among chemists and scientists throughout the world as the leader in its product lines of top-quality laboratory equipment. The company is headquartered in Moline, Illinois with approximately 100 employees.

Position Overview

The electrical designer will be engaged in the design of electrical and electromechanical products as well as control systems for custom-ordered laboratory equipment. The successful candidate will create designs, assembly drawings, detail drawings, schematics and bills of material. Additionally, the designer will participate in multifunctional teams developing new products, which are the basis for future success and growth of the company. Application of relevant national and international codes and standards is required.

Position Responsibilities:

- Design control systems used to operate products and systems such as mechanical, thermal, and heat transfer systems.
- Research and evaluate replacement electrical components as required by obsolescence and cost savings.
- Work as a member of a team designing and developing new products.
- Analyze sales orders and customer requirements to evaluate feasibility of design and adherence to quality requirements.

- Support assembly and testing activities to ensure products and systems conform to sound engineering design, relevant codes and customer specifications.
- Work with other departments to identify and develop practical and novel solutions for customers.
- Communicate effectively with both internal and external customers as well as suppliers to identify needs and evaluate alternative technical solutions.
- Ensure sound engineering practices are followed in accordance with ISO 9001:2015, ASME, PED, CSA, CE and various other certification bodies.
- Provide advanced technical support to sales staff for the preparation of quotations and service-related inquiries.
- Initiate, evaluate, and complete engineering changes of standard product offerings.

Required Qualifications

Associate's degree in electrical, electrical design or related (relevant work experience considered).

1-5 years electrical design experience.

Strong technical knowledge of electrical principles.

Software knowledge: MS Office, 2D and 3D CAD (AutoCAD and SolidWorks preferred).

Ability to read assembly prints, schematics and bills of material.

Ability to apply relevant national and international codes and standards.

Ability to work in a self-directed manner on assigned tasks.

How to Apply

Submit Cover Letter and Resume to Parr Instrument Company Human Resources Department: job@parrinst.com. No phone calls or walk-ins please.



Instructional Facilitator

Professional

Davenport, IA, US

Salary Range: \$43,600.00 To \$43,600.00 Annually

The Safer Foundation is a social service provider to individuals with arrest and conviction records. Through a full range of services, including case management, educational instruction and advocacy, we focus on preparing individuals for the world of work by helping them find and keep productive and meaningful employment.

General Summary:

The Instructional Facilitator (IF) is responsible for the life skill instruction and academic support of the Safer Foundation youth population. The Instructional Facilitator is expected to competently guide class participants in their efforts to achieve basic competence in mathematics, reading, writing, science, and social studies utilizing peer and group learning techniques leading to the achievement of a high school equivalency diploma. The IF also leads life skill activities and works collaboratively as part of the YEP team to provide transportation, schedule external speakers, develop lesson plans, update Juvenile Court Services on client progress/concerns, order HiSET tests, and communicates with the testing center on the scheduling of youth testing. The IF conducts registration, tracks daily attendance, enrolls students into class utilizing Salesforce and completes daily case notes. As of 7/1/2024, the YEP contract will service the 7th Judicial District which includes: Scott, Muscatine, Clinton, Jackson and Cedar Counties. The IF will travel to Clinton and/or Muscatine twice per week to provide small group services to students.

The position reports to the YEP Program Manager and is funded primarily through a contract with the State of Iowa (DHS) as well as multiple other funding partners.

Performance Results Description

The Position is properly performed when all essential duties and responsibilities are executed by following the Safer Values.

Exceeding Expectations, Communication and Collaboration, Integrity, and Evidence Based Innovation.

Essential Duties and Responsibilities:

Stakeholder Interface and Service:

- Based on individual students' varying needs, abilities, and interests, adapt traditional and non-traditional teaching methods to provide instruction and support in basic skills required to pass the HiSET exams.

- Observe and evaluate students' work to determine progress and make suggestions for improvement.
- Instruct students individually and in groups using current and life events as subject matters for discussion and problem solving.
- Prepare materials and classroom for class activities.
- Assist in the selection and proper placement of enrollees assuring that each one has a progress plan to guide their work.
- Participate in regular staffings to be certain that all vital information is exchanged, and, subsequently, used in the development, review, and revision of participant's progress plans.
- Provide transportation to and from program and testing locations as needed.
- Provide in-person and virtual services to students in all five counties within district 7.
- Enforce participant guidelines and program policies while maintaining structure and consistency.
- Assist in workforce readiness training and employment placement as needed.

Stakeholder Outreach and Recruitment:

- Initiate, develop, and maintain strong working relationships with Scott County Juvenile Court Services, Scott Community College - West Davenport Center and service organizations in the community to promote the program.
- Conduct registration with youth and parent/guardian, promoting the program and engaging the family's receptiveness to service.
- Represent the Safer Foundation with community groups, as appropriate, and attend community events as designated.

Tracking, Document, and Reporting

- Complete registration with youth and parent/guardian and enroll in appropriate class session utilizing Salesforce.
- Track daily student attendance and calculate associated cash incentives.
- Participate in regular staffings to be certain that all vital information is exchanged, and, subsequently, used in the development, review, and revision of participant's progress plans.
- Document daily participant notes and attendance using SOAP format as applicable in Salesforce.
- Send weekly classroom reports to Juvenile Court Services to update officers on client progress.
- Track client hours for Eastern Iowa Community College using Accudemia tracking system.

Required Knowledge, Skills and Abilities:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
- Knowledge of and experience teaching a variety of student-centered approaches in a range of subjects.

- Knowledge of group behavior and dynamics as well as societal trends and influences.
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by people with criminal records.
- Good computer skills: Microsoft Office and experience with tracking systems, like Salesforce.
- Excellent written and verbal communication.
- Excellent interpersonal skills.
- Strong work ethic and ability to be flexible.
- Skilled in social perceptiveness. Being aware of other's reactions and understanding why they react as they do.

Safer Foundation is a drug-free workplace.

**Equal Opportunity Employer/Affirmative
Action/Minorities/Females/Veterans**

www.saferfoundation.org

No Phone Calls Please

Apply Here



Opportunities To Progress In An Essential Industry

Seeking adventure, stability and growth in your career? As an established family-owned Iowa transportation and logistics leader for over 60 years, Clausen Companies offers drivers and warehouse workers endless opportunities to learn and advance. With a modern fleet of cutting-edge equipment, rigorous safety protocols, and value-added warehousing solutions trusted by Fortune 500 companies, our employees praise our strong community, excellent equipment and focus on safety.

Ready to join the Clausen team? Scroll down to check out our current job openings, then Apply online today and let's get started on the next stage of your career journey!

Current Job Openings

Warehouse Supervisor

- Job Type: Full Time
- Shift Available: 1st 6a-6p Fri-Sun (36 hour work week)
- Compensation: \$25/hour starting pay
- Full benefits available

Spotter Drivers

- Flexible Schedules: Choose from two shift options to fit your lifestyle:
 - Monday-Thursday (4 – 10s) 6:00am – 4:30pm
 - Friday-Sunday (3 -12s) 6:00am – 6:00pm
- Wage: \$22.00 per hour
- Location: Davenport, Iowa
- Experience Required: 2 years
- Drivers License: CDL – A
- Lifting Capacity: 20 – 50 lbs

Forklift Operators

- **Competitive Pay:** Starting at \$20.00 per hour
- **Flexible Schedules:** Choose from two shift options to fit your lifestyle:
 - Monday-Thursday (4 – 10s) 6:00am – 4:30pm
 - Friday-Sunday (3 -12s) 6:00am – 6:00pm

Warehouse Shipping Clerk

- Job Type: Full Time
- Shifts Available:

- 1st 6:00am – 6:00pm Fri-Sun
- Compensation: \$20/hour starting pay
- Full benefits available

Regional Driver

- Wage Range: \$67,000-\$74,000 annually
- Location: Clinton, Iowa 52732
- Experience Required: 2 Years
- Driver License Required: Class A – Commercial Endorsements
- Lifting Capacity: 20 – 50 lbs

Bulk Tank Driver

- Wage Range: \$70,000-\$83,000 annually
- Location: Clinton, Iowa 52732
- Experience Required: 2 Years
- Driver License Required: Class A – Commercial Endorsements
- Lifting Capacity: 20 – 50 lbs

Employment Applications

To apply for a position at Clausen Companies, please visit <https://www.clausenco.net/employment/>

Job Opening: Administrative Assistant I

Location: Blong Technology Center, Davenport

Salary: Starting at \$16.48 per hour

Are you an organized and tech-savvy individual looking for a dynamic role? The Blong Technology Center at Davenport is seeking an Administrative Assistant I to support our academic manufacturing and technology department.

Key Responsibilities:

- Greet and direct visitors, providing routine information to staff and departments.
- Monitor department budgets, prepare budget change orders, and pay invoices.
- Order office supplies and ensure fiscal responsibility.
- Supervise the department work-study student, including applying for funding and arranging work schedules.
- Schedule and organize complex activities, prepare reports, spreadsheets, and marketing materials.
- Handle confidential information with discretion.
- Work independently to plan and prioritize a diversified workload.
- Participate in special projects and cross-train with other operations staff.



Administrative Assistant I
See details and apply at: eicc.edu/EICC-Careers

Qualifications:

- Associate's degree required; bachelor's degree preferred.
- Two years of successful related job experience.
- Proficiency with Microsoft Office Suite Applications.

Join us in supporting the educational needs of our community! Apply today and become a vital part of our team.

For more details and to apply, visit our website
<https://eicc.peopleadmin.com/postings/2323>.

GOLD MINE GAMING JOB POSTING

Position: Game room attendant

Location: 125 w south St. suite B9 Kewanee, Illinois 61443

Shift and Schedule:

Several part time positions available at our new location in Kewanee, Illinois. Morning, midday and evening shifts available Monday through Sunday.

Pay: \$15.00 per hour/Flexible schedule/Paid time off/Time and 1/2 pay for holidays

Job overview:

Gold Mine Gaming is looking for dedicated and enthusiastic Attendants to become part of our team. The perfect candidate will have a crucial role in delivering outstanding guest services at our establishment, ensuring a warm and enjoyable experience for all visitors. This position requires strong customer service abilities, precise handling of cash transactions, and a firm commitment to maintaining a positive environment. Additionally, they must be at least 21 years old, capable of working independently and have reliable transportation.

Experience:

Previous experience in a casino or similar environment is preferred but not required. Strong background in customer service is essential. Experience in cash handling is necessary, along with basic math skills for accurate transaction processing. Ability to manage multiple tasks efficiently while maintaining attention to detail. Excellent communication skills, both verbal and written, with the ability to engage effectively with guests.

Responsibilities:

Perform guest services by greeting guests with a warm and welcoming smile. Ensure the guest area is clean and properly prepared between each guest. Maintain a calm demeanor during periods of high volume or unusual events to keep the store operating to standard and set a positive example. Serve drinks such as soda, coffee, and beer/wine to patrons. Maintains a clean and organized work area throughout the building to include sweeping and mopping hard surface floor and vacuuming carpeted area. Maintain restrooms clean and take out trash bags. Restock cooler with beverages and the snack rack with snacks. Maintain regular and consistent attendance and punctuality. Available to work flexible hours when needed. Carefully monitors the store and assists Management in identifying and resolving any potential problems.

To apply you can contact us directly at 217-553-6148

Gold Mine Gaming is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, or any other characteristic protected by federal, state or local laws.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF THE MISSISSIPPI VALLEY

Title: Youth Development Professional – Ontiveros Youth Center

Reports to: Director of Clubs and Programming

FLSA: Non-Exempt

Primary Function

Responsible for the creation and delivery of a program in one or more areas of the Core Program structure of the Boys and Girls Clubs, including Character & Leadership Development; STEM & Education Development; Health & Wellness; and Sports & Recreation for a specific grade/age level. Assist with overall supervision of Club members and participate in the creation of a safe, positive, engaging, and team-oriented Club atmosphere.

Key Roles (Essential Job Responsibilities)

Prepare Youth for Success

1. Plan, implement, and assist with the programs and activities that support Youth Development Outcomes:
 - a. Support organizational goals and mission through program delivery and team participation with staff and volunteers.
 - b. Help oversee day –to-day program activities in accordance with established standards and goals.
 - c. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program areas.
 - d. Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Complete learning plans as developed within staff trainings and in accordance with program objectives.
3. Support and maintain Club program goals and settings that insure the health and safety of members.
4. Participate actively in trainings that promote understanding of standards of program philosophy and delivery.

Supervision

5. Ensure a productive work environment by participating in regular staff meetings, supporting staff by dealing with behavior problems, and having equipment and supplies readily available.
6. Ensure a happy club environment by engaging children in activities that meet their needs.

Additional Responsibilities

1. Participate in special programs and/or events.
2. Consult with parents/guardians and direct supervisor concerning member attendance, behavior, or opportunities, etc.
3. Must be 21 or older with a good driving record to drive the Club van, if deemed necessary.
4. Help maintain cleanliness of facility by checking areas after use and requiring children and staff to clean areas after use.
5. Complete mandatory reporter/sexual abuse training within 7 days of hire and annually thereafter.
6. Ensure safety procedures and expectations are met, allowing for a safe Club environment.

Skills/Knowledge Required

1. High School diploma or GED required. Associates preferred.
2. Experience in working with children and knowledge of youth development.
3. Ability to motivate youth and manage behavior problems.
4. Ability to plan and implement quality programs for youth.
5. Ability to organize and supervise members in a safe environment.

Specific Competencies

6. Must have high, positive energy level to encourage and engage youth in activities, maintain constant flow of activities, and support staff in programmatic needs.
7. Must have good planning and organizational skills and be detail oriented.
8. Ability to deal with the members, staff, and public in a friendly, professional manner.
9. Ability to manage multiple tasks.
10. Must have good communication skills.

Physical Requirements/Work Environment

11. Ability to perform broad ranging physical responsibilities in a fast-paced, multi-faceted setting
12. Ability to utilize and generate a wide variety of written, digital, technical, verbal, and multi-media information for Club program purposes.
13. Must be able to lift 25 pounds.
14. Reliable transportation.

Pay

Pay begins at \$15 per hour and is 20-25 hours per week.

Resumes or inquiries can be sent to Dan McNeil at dmcneil@bgcmv.org

MetroLink Career Opportunity

Bus Driver



Benefits

**Health, Dental & Life
Insurance
Pension**

**Vacation, Holiday & Sick
Pay**

**457 Retirement Plan
Free Metro Transportation**

Apply Online at
mymetrocareer.com

For Questions or Concerns
309-786-2705
8:00am – 5:00pm
Monday - Friday

Position Title: Bus Driver

Department: Transit Operations

Starting Pay: \$24.00 per hour

Top Pay: \$34.14

Hours: Variety of Shifts

Job Description:

The position of a Bus Operator involves the safe and effective transportation of passengers along MetroLINK's prescribed routes. Bus Operators must have good communication and customer service skills. They must be comfortable operating motor vehicles and have a general knowledge of the surrounding metropolitan area.

Qualifications:

- 1.) High School diploma or equivalent
- 2.) Excellent driving record
- 3.) 21 years of age
- 4.) Must be able to obtain a Class B CDL with passenger and airbrake endorsements
- 5.) Must be able to pass a post-job offer Department of Transportation drug screen
- 6.) Must be able to pass an operator physical

EQUAL OPPORTUNITIES EMPLOYER
MetroLINK does not discriminate against any class of protected individuals

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS

OF THE MISSISSIPPI VALLEY

Position Description – Administrative Assistant

CORE FUNCTIONS:

I. General Office and Administrative Duties

- a. Perform a full range of general office and administrative duties including but not limited to:
 - i. Customer Service
 1. Serve as primary contact and/or resource to visitors, vendors, and telephone callers.
 2. Create a helpful, friendly first impression.
 3. Build and maintain relationships with members, families, vendors, and grantors.
 4. Ensure Club safety by monitoring traffic of members, staff, volunteers, and visitors entering/exiting the building.
 5. Assist and sign guests in.
 - ii. Order and maintain office supplies and equipment. This includes ensuring appropriate inventory of supplies, performing preventive maintenance on equipment, and arranging for service and repairs on equipment as needed.
 - iii. Perform data entry and generate reports.
 - iv. Receive and distribute mail.
 - v. Prepare and compose correspondence, reports, and other documents.
 - vi. Create and maintain standard and electronic records, files and record-keeping systems.
 - vii. Receive and record employee absences and notify appropriate personnel.

II. Data Reporting

- a. Ensure all Club sites comply with grant requirements, accurate membership, and data reporting:
 1. Data reporting for Teen Reach

2. Grant reporting for OJJDP
3. Data reporting for Davenport CDBG
4. Data reporting for 21st Century to Moline High School
5. Quarterly/Annual data reporting to BGCA

III. Special Program Duties

- a. Government Funding Programs:
 - i. Attend all webinars and training required for funding as the BGCMV Representative.
 1. Teen Reach
 2. OJJDP
 3. CDBG
 4. CACFP
 5. 21st Century
 - ii. Assist with the yearly application process and maintain program files.
 - iii. Obtain and maintain all required grant certifications, including, but not limited to a Food Handler Certificate.
 - iv. Track and ensure all employees maintain certifications required by grants.
 1. Copies of certifications must be maintained and on file.
 - v. Provide each Club with the required forms and participation records to complete weekly. Collect forms monthly, review for accuracy and submit program reimbursements claims.
 - vi. Conduct reviews ensuring program guidelines are being followed.
- b. Volunteer Program:
 - i. Responsible for coordinating volunteers at Club sites by ensuring all requirements are met (e.g., background checks performed, mandatory training completed, hours tracked) and maintaining records of same.
- c. Van Program:
 - i. Ensure that the fleet of agency vans is maintained by scheduling routine service and arranging needed repairs.
 - ii. Provide mileage logs, vehicle registration and proof of insurance for each van.

IV. General Club and Administrative Duties

- a. Must be present during Club hours.
- b. Oversee daily needs of the Ontiveros Youth Center, staff, and members when the Club Director is not present.
- c. Provide YDP coverage at the Ontiveros Youth Center as needed.

- d. Required as a van driver.
- e. Data Reporting:
 - i. Update and maintain Club members in data reporting system.
 - ii. Process and enter membership and renewal information.
- f. Manage payments and paperwork concerning Club membership.
- g. Monitor Cameras and report any concerns to the Club Director.
- h. Keep the lobby area clean, organized, and welcoming.

V. Ancillary Duties

- a. Attend and assist with special events both on and off-site within and outside of normal work hours/days.
- b. Other duties as assigned.

QUALIFICATIONS:

- Must possess a high school diploma or equivalent and have some experience performing duties related to those outlined in the job description.
- Basic knowledge of standard office procedures and practices.
- Working knowledge of English grammar, spelling, and punctuation and ability to communicate orally and in writing. *Bilingual in Spanish and English preferred.*
- Ability to use standard office equipment.
- Ability to use standard work processing and related computer software packages. *Working knowledge of Word, Excel required and PowerPoint preferred.*
- Proficient typing skills.
- Ability to perform basic mathematical functions.
- Ability to identify and solve standard problems and refer more complex problems to appropriate staff.
- Ability to respond to routine inquiries and explain standard policies and procedures to others.
- Must be willing to work in a team environment.
- Must be able to multitask efficiently.
- Must possess a valid driver's license (held for at least 5 years), a clean driving record, and pass the Motor Vehicle Check.
- Must be able to lift 25 pounds.
- Must have reliable transportation.

Applicants can send their resume to Torri Smith at
tsmith@bgcmv.org



Serving local governments in Muscatine and Scott Counties, Iowa; Henry, Mercer, and Rock Island Counties, IL

January 2, 2025

To Whom It May Concern:

Bi-State Regional Commission is recruiting for a Community and Economic Development Director.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

POSITION OPENING

Salary Range \$67,893 - \$101,839 commensurate on education and experience.

The Bi-State Regional Commission is seeking a strategic hire for succession planning. The position is an Exempt non-remote position and will report to the Executive Director and the Deputy Director. The successful candidate will supervise and participate in economic development, general planning, recreation, and environmental services for the Bi-State Region and its member local governments. Familiarity with the Economic Development Administration (EDA) processes and grants including Comprehensive Economic Development Strategy development and the role of Economic Development Districts (EDD's), CDBG block grant administration, FEMA mitigation planning and grants, management of EDA Revolving Loan Administration requirements including loan development, monitoring, servicing, marketing, and preparation of EDA reports is desired. Additionally, knowledge of Regional Planning Agencies, Council of Governments, and or MPO transportation planning processes is preferred.

The position involves communication with a variety of stakeholders regarding Bi-State services and collaboration with federal, state, and local governmental entities. Job requirements include: 1) leadership skills with ability to establish/maintain effective internal and external working relationships; 2) excellent verbal and written communications; 3) ability to articulate a wide range of complex/technical subjects in small and large groups with staff, Board members, federal, state, and local officials, partner agencies, and the public; 4) professionalism in communications, appearance, relationships, responsiveness, and a commitment to maintain strict confidentiality of sensitive, non-public information; 5) experience in supervising, developing, training, and mentoring staff; 6) project management skills including delegation in a multitask-oriented environment, ability to adapt to change, competing demands, and delays/unexpected situations; 7) proficiency with Microsoft Office products; and 8) possession of a valid driver's license and the ability to drive.

- OFFICERS:**
- CHAIR
- Kippy Breeden**
- VICE-CHAIR
- Brad Bark**
- SECRETARY
- Riohard "Guljes" Brunk**
- TREASURER
- John Maxwell**

- MUNICIPAL REPRESENTATIVES:**
- City of Davenport
- Mike Matson, Mayor**
- Rlok Dunn, Alderperson**
- Jazmin Newton, Alderperson**
- Randy Moore, Citizen**
- City of Rock Island
- Mike Thoms, Mayor**
- Dylan Parker, Alderperson**
- City of Moline
- Sangeetha Ravarall, Mayor**
- Dan McNeill, Alderperson**
- City of Bettendorf
- Robert Gallagher, Mayor**
- City of East Moline
- Reggie Freeman, Mayor**
- City of Muscatine
- Brad Bark, Mayor**
- City of Kewanee
- Gary Moore, Mayor**
- City of Silvis; Villages of
- Andalusia, Carbon Cliff,
- Coal Valley, Cordova, Hampton,
- Hillsdale, Milan, Oak Grove,
- Port Byron, and Rapids City
- Duane Dawson, Mayor, Milan**
- Cities of Aledo, Colona, Galva,
- Geneseo; Villages of Alpha,
- Andover, Annawan, Atkinson, Cambridge,
- Coltsburg, New Boston, Orion,**
- Sherrard, Viola, Windsor, and Woodhull
- Rloh Volkert, Mayor, Galva**
- Cities of Blue Grass, Buffalo,
- Eldridge, Fruittland, LeClaire,
- Long Grove, McCausland,
- Nichols, Princeton, Riverdale,
- Walcott, West Liberty, and Wilton
- Michael Limberg, Mayor, Long Grove**

- COUNTY REPRESENTATIVES:**
- Henry County
- Kippy Breeden, Chair**
- James Thompson, Member**
- Vacant, Member**
- Mercer County
- Vacant**
- Muscatine County
- Jeff Sorensen, Chair**
- Nathan Mather, Member**
- Rock Island County
- Riohard "Guljes" Brunk, Chair**
- David Adams, Member**
- Drue Mielke, Member**
- Kim Callaway-Thompson, Citizen**
- Scott County
- Ken Beek, Chair**
- John Maxwell, Member**
- Ross Paustian, Member**
- Michael Davis, Citizen**

- PROGRAM REPRESENTATIVES:**
- Ralph H. Heninger**
- Jerry Laok**
- Maroy Mendenhall**
- Eileen Roethler**
- Rlok Schloemer**
- Bill Stoermer**
- Executive Director
- Denise Bulst**



1504 Third Avenue, Third Floor, Rock Island, Illinois 61201
Phone (309) 793-6300 • Fax (309) 793-6305
E-mail: info@bistateonline.org • Website: www.bistateonline.org

The successful candidate will have a Master's Degree or combination of related experience and certifications from an accredited college/university in urban planning, public administration, geography, or a related field with minimum seven years' experience including three years' experience in supervisory role is required. Benefits include three weeks paid vacation plus additional based on years of experience; 12 days of sick leave per year; 11 paid holidays; ability to flex 40 hours/week over seven days and 80 hours; short and long-term disability; employer pays approximately 85% of health premium; continuing education reimbursement of 50%; and assistance with moving costs. The region's cost of living is below the national average.

EQUAL OPPORTUNITY EMPLOYER.

For more information about Bi-State Regional Commission, visit <http://www.bistateonline.org> Send a detailed resume to: Human Resources, Bi-State Regional Commission, 1504 Third Avenue, Rock Island, Illinois 61201 OR email to jhenderson@bistateonline.org

Deadline: February 14, 2025, or until filled.

For questions or information, contact Jill Henderson: (309) 793-6300, ext. 1134 OR email to jhenderson@bistateonline.org.

AREA JOBS LIST | February 6, 2025



Jobs Available IN Mercer County

AGRICULTURE

Job Title	Employer	Apply	Location
Retail Sales / Applicator	Liqui-Grow	Apply	Aledo
Crop Consultant	Nutrien	Apply	New Boston
Custom Applicator	Nutrien	Apply	New Boston
Farm Help	Mike Wynes	Apply	Reynolds
Seasonal Custom Applicator	Nutrien	Apply	Viola

AUTOMOTIVE

Job Title	Employer	Apply	Location
Service Technician	Martin Tractor, Inc.	Apply	Aledo
Truck Logistics Coordinator	Big River Resources LLC	Apply	Aledo
Assembler	Alexis Fire Equipment	Apply	Alexis
Dismantler Urgently Hiring	JC Auto and Truck Parts	Apply	Viola

BUSINESS/OFFICE

Job Title	Employer	Apply	Location
Secretarial Sub (309) 582-2238	Mercer County School District	Call To Apply	Aledo
Front desk / Optician	Mercer County Family Eye Care	Apply	Aledo
Customer Service Represenative	State Farm	Apply	Viola
Receptionists	Schmidt's Country Kennel	Apply	Viola

CARE SERVICES

Job Title	Employer	Apply	Location
Caregiver (Afternoon & Overnight)	Caring Senior Service	Apply	Aledo
Director of Rehabilitation	Mercer Manor Nursing & Rehab	Apply	Aledo
Dietary Aide	Mercer Manor Nursing & Rehab	Apply	Aledo
Executive Director	Brookstone of Aledo	Apply	Aledo
RN Weekend Nurse Supervisor	Mercer Manor Nursing & Rehab	Apply	Aledo
Registered Nurse (RN)	Mercer Manor Nursing & Rehab	Apply	Aledo
Certificate Degree With Job	Mercer Manor Nursing & Rehab	Apply	Aledo
RN Medical Surgical	Genesis Medical Center	Apply	Aledo
Aide	Renewal Rehab	Apply	Aledo
Registered Nurse - ER	MercyOne	Apply	Aledo
Registered Nurse - OR	MercyOne	Apply	Aledo
LPN	MercyOne	Apply	Aledo
P.T. Assistant	MercyOne	Apply	Aledo
Caregiver	HomeWell Care Services	Apply	Aledo
In-Home Companion	Taylor Maid Elderly Home Services	Apply	New Boston
Home Care Aide	Help at Home	Apply	New Windsor
Home Care Aide	Help at Home	Apply	Sherrard
Kennel Assistant	Schmidt's Country Kennel	Apply	Viola

COMPUTER/TECHNOLOGY

Job Title	Employer	Apply	Location
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CONSTRUCTION

Job Title	Employer	Apply	Location
Aeration Service Man (309) 593-2520	Rhodenbaugh Excavating	Call to Apply	Sherrard

EDUCATION

Job Title	Employer	Apply	Location
Agriculture Education Teacher	Mercer County High School	Apply	Aledo
Substitute Paraprofessionals	Mercer County School District	Call To Apply	Aledo
Substitute Teachers	Mercer County School District	Call To Apply	Aledo
Bass Fishing Coach	Mercer County High School	Apply	Aledo
JV Football Coach	Mercer County High School	Apply	Aledo
Assistant Football Coach	Mercer County High School	Apply	Aledo
Math Teacher	Mercer County High School	Apply	Aledo
After School Program Staff	Mercer County YMCA	Apply	Aledo
One on One Paraprofessional	New Boston Elementary School	Apply	New Boston

Preschool Paraprofessional	Sherrard School District	Apply	Viola
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FINANCE/ECONOMIC

Job Title	Employer	Apply	Location
Retail Banker	BankORION	Apply	Aledo
Account Manager	State Farm	Apply	Aledo
Account Associate	State Farm	Apply	Aledo
Customer Relations Representative	State Farm	Apply	Joy
Teller (Full Time)	Farmers State Bank	Apply	Viola

FOOD SERVICE

Job Title	Employer	Apply	Location
Kitchen Sub (309) 582-2238	Mercer County School District	Call To Apply	Aledo
Cook	Mercer County High School	Apply	Aledo
Cooks & Waiters	Joe's Trattoria	Apply	Aledo
Crew Team Member	McDonald's	Apply	Aledo
Shift Manager	McDonald's	Apply	Aledo
Department Manager	McDonald's	Apply	Aledo
Guest Experience Lead (GEL)	McDonald's	Apply	Aledo
Server	Tobala Mexican Bar and Grill	Apply	Aledo
Kitchen Staff	Boone Docks Restaurant	Apply	Joy
Server	Boone Docks Restaurant	Apply	Joy
Bartender	Rocky's Sturgeon Bay Inn	Apply	New Boston
Kitchen Night Mgr/Cook urgently hiring	New Windsor Depot	Apply	New Windsor
Cooks, Bartenders, Servers	Bo's Longbranch	Apply	Reynolds
Barista/Customer Service	The Beanfield Coffee House	Apply	Viola
Ice Cream Server	Praire Crossroads Mercantile	Apply	Viola

LABOR/TRADES

Job Title	Employer	Apply	Location
Post Frame Building Carpenter	King Enterprises	Apply	Aledo
General laborer (309) 721-2882	Disposal Pros	Call to Apply	New Windsor

LAW ENFORCEMENT

Job Title	Employer	Apply	Location
Probation Officer	Mercer County Probation	Apply	Aledo
Police Officer- Certified (Part Time)	Village of Alexis	Apply	Alexis
Police Officer- Certified (Part Time)	Town of Keithsburg	Apply	Keithsburg

MAINTENANCE/REPAIR

Job Title	Employer	Apply	Location
Maintenance	McDonald's	Apply	Aledo
Facilities Improvement	Windborn Group	Apply	Aledo
Storm Restoration Specialist	All Seasons Roofing Inc.	Apply	Aledo
Hospitality/Housekeeping	Windborn Group	Apply	Aledo
Maintenance Tech (Full Time)	Mercer County Early Learning Center	Apply	Joy

MANUFACTURING

Job Title	Employer	Apply	Location
Night Shift CNC Operator	Paul & Ron Manufacturing, Inc.	Apply	Viola

MARKETING

Job Title	Employer	Apply	Location
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OTHER

Job Title	Employer	Apply	Location
Radio Announcer & Board Operator	WRMJ	Apply	Aledo
Various Positions	Hank's Power & Equipment	Apply	Aledo

PHARMACEUTICAL

Job Title	Employer	Apply	Location
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REMOTE

Job Title	Employer	Apply	Location
AI Content Writer Hiring Mult. Candidates	DataAnnotation	Apply	Chicago
Local Editor	Patch Media	Apply	Illinois
Consultant	Velocity EHS	Apply	Nationwide

RETAIL

Job Title	Employer	Apply	Location
Personal Shopper	Walmart	Apply	Aledo

Checkout Team Associate	Walmart	Apply	Aledo
Team Member	Casey's General Stores	Apply	Aledo
Part time Sales Associate	AutoZone	Apply	Aledo
Retail Sales Associate	AutoZone	Apply	Aledo
Manager Trainee	AutoZone	Apply	Aledo
Assistant Store Manager	Dollar General	Apply	Aledo
Sales Associate	Dollar General	Apply	Aledo
Sales Associate	Dollar General	Apply	Alexis
Assistant Store Manager	Dollar General	Apply	Alexis
Part-time Clerk (21+ years old)	Westmer One Stop	Apply	Joy
Team Member	Casey's General Stores	Apply	Keithsburg
Store Crew	7-Eleven	Apply	Sherrard
Sales Associate	Dollar General	Apply	Sherrard
Assistant Store Manager	Dollar General	Apply	Sherrard
Store Manager	Dollar General	Apply	Sherrard
Team Member	Casey's General Stores	Apply	Viola
Assistant Manager	Dollar General	Apply	Viola
Sales Associate	Dollar General	Apply	Viola

[SALES/SERVICE](#)

Job Title	Employer	Apply	Location
Sales	Essig Motors	Apply	Aledo
Storm Restoration Represenative	All Seasons Roofing Inc.	Apply	Aledo

[SANITATION](#)

Job Title	Employer	Apply	Location
Cleaning Specialist (PT/FT) (1st Shift)	DustBusters Cleaning Service	Apply	Aledo
Custodial Sub (309) 582-2238	Mercer County School District	Call To Apply	Aledo
Busser	Tobala Mexican Bar and Grill	Apply	Aledo
Driver	Quick's Dumpster & Disposal	Apply	Alexis
Trash Thrower	Quick's Dumpster & Disposal	Apply	Alexis

[TRANSPORTATION](#)

Job Title	Employer	Apply	Location
Bus Monitors	Mercer County School District	Apply	District-wide
Substitute Bus Drivers (309) 584-4630	Mercer County School District	Call To Apply	District-wide
Bus Driver (Full Time, Part Time, Substitute)	Mercer County School District	Apply	District-wide



AREA JOBS LIST | February 6, 2025

Jobs Available NEAR Mercer County

AGRICULTURE

Job Title	Employer	Apply	Location
Parts Specialist	Lynn Implement Repair LLC	Apply	Lynn Center

AUTOMOTIVE

Job Title	Employer	Apply	Location
Apprentice Field Technician	Morrison Weighing Systems	Apply	Milan
Oil Changer	Costa Oil- 10 Minute Oil Change	Apply	Milan
Diesel Tech	Hirschbach Motor Lines	Apply	Monmouth
Service Technician	Martin Tractor Inc.	Apply	Monmouth
Trailer Tech. Hiring Multiple Candidates	Hirschbach Motor Lines	Apply	Monmouth

BUSINESS/OFFICE

Job Title	Employer	Apply	Location
Customer Service Representative	Total Maintenance Solutions	Apply	Milan
Department Coordinator (2nd Shift)	John Deere	Apply	Milan
Customer Service Receptionist	Elliot Aviation	Apply	Milan
Assistant Director of Enrollment Operations	Monmouth College	Apply	Monmouth
Receptionist	H&R Block	Apply	Monmouth
Administrative Assistant	Kellogg Company	Apply	Monmouth
Receptionist	Eagle View Community Health System	Apply	Oquawka

CARE SERVICES

Job Title	Employer	Apply	Location
Registered Nurse (RN)	Fullshift Staffing, LLC	Apply	Andalusia
Summer Camp Health Officer	Illowa Council, Boy Scouts of America	Apply	Illinois City
Caregivers / CNAs	Caring Senior Service	Apply	Illinois City
Director of Maternal Child Health-Nursing	Cook County Health and Hospitals	Apply	Illinois City
Dentist	DOCS Health	Apply	Milan
Veterinarian	Quad City Pet Care	Apply	Milan
Childcare Director	Jamieson Community Center	Apply	Monmouth
Veterinarian	Monmouth Small Animal Hospital	Apply	Monmouth
Director of Rehab	Community Care Centers Inc	Apply	Monmouth
Case Management Administrator	Warren Achievement Center, Inc.	Apply	Monmouth
Physical Therapist Assistant	Advanced Rehab & Sports Medicine	Apply	Monmouth

COMPUTER/TECHNOLOGY

Job Title	Employer	Apply	Location
Safety / Compliance Coach	Tucker Freight Lines	Apply	Milan
CAD Designer	Oquawka Boats & Fabrication, Inc.	Apply	Oquawka

CONSTRUCTION

Job Title	Employer	Apply	Location
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EDUCATION

Job Title	Employer	Apply	Location
Summer Aquatics Director	Illowa Council, Boy Scouts of America	Apply	Illinois City
Summer Camp ATV Instructor	Illowa Council, Boy Scouts of America	Apply	Illinois City
Nursing Online Instructor / Tutor	Tutor Me Education	Apply	Illinois City
Head Women's Volleyball Coach	Monmouth College	Apply	Monmouth
Admission Counselor	Monmouth College	Apply	Monmouth

FINANCE/ECONOMIC

Job Title	Employer	Apply	Location
Loan Officer	Blackhawk Bank & Trust	Apply	Milan
Account Associate	State Farm	Apply	Milan
Account Manager	State Farm	Apply	Milan
Bank Teller	Fortress Bank	Apply	Monmouth

FOOD SERVICE

Job Title	Employer	Apply	Location
Sandwich Artist	Subway	Apply	Coal Valley
Bartender	Bourbons Bar & Grill	Apply	Coal Valley

Team Member	The Hungry Hobo	Apply	Milan
Crew Team Member	McDonalds	Apply	Milan
Department Manager	McDonalds	Apply	Milan
Barista	Scooter's Coffee	Apply	Milan
Crew Member	Hardee's	Apply	Milan
Experienced Chef	Luli's	Apply	Milan
General Manager	McDonalds	Apply	Milan
Team Member	JV Pizza Hut	Apply	Milan
Assistant Store Manager	Scooter's Coffee	Apply	Milan
Server	JV Pizza Hut	Apply	Monmouth
Team Member	JV Pizza Hut	Apply	Monmouth
Sandwich Artist	Subway	Apply	Oquawka
Sandwich Artist	Subway	Apply	Woodhull

LABOR/TRADES

Job Title	Employer	Apply	Location
Laborers	Darling Ingredients Inc	Apply	Lynn Center
Laborers	XPAC	Apply	Milan

LAW ENFORCEMENT

Job Title	Employer	Apply	Location
Campus Safety Officer (PT)	Monmouth College	Apply	Monmouth
Campus Safety Officer (FT)	Monmouth College	Apply	Monmouth

MAINTENANCE/REPAIR

Job Title	Employer	Apply	Location
Maintenance Laborer	Niabi Zoo	Apply	Coal Valley
Maintenance Worker	Darling Ingredients Inc.	Apply	Lynn Center
Maintenance	McDonalds	Apply	Milan
Maintenance Manager Trainee	Penske Truck Leasing and Logistics	Apply	Milan
Airframe & Powerplant Technician	Mo Chat	Apply	Milan
Trailer Refrigeration Technician	Hirschbach Motor Lines	Apply	Monmouth
Trailer Technician	Hirschbach Motor Lines	Apply	Monmouth

MANUFACTURING

Job Title	Employer	Apply	Location
Production Technician	Corteva Agriscience	Apply	Woodhull

MARKETING

Job Title	Employer	Apply	Location
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OTHER

Job Title	Employer	Apply	Location
Library Programming Assistant	Robert R. Jones Public Library	Apply	Coal Valley
Material Handlers	XPAC	Apply	Milan
Packers	XPAC	Apply	Milan
Photographer	Inter-State Studio & Publishing Co	Apply	Monmouth

PHARMACEUTICAL

Job Title	Employer	Apply	Location
Certified Pharmacy Technician	Axline Pharmacy	Apply	Monmouth

RETAIL

Job Title	Employer	Apply	Location
Assistant Store Manager	Dollar General	Apply	Andalusia
Sales Associate	Dollar General	Apply	Andalusia
Team Member	Casey's General Stores	Apply	Andalusia
Sales Associate	Dollar General	Apply	Coal Valley
Assistant Store Manager	Dollar General	Apply	Coal Valley
Team Member	Casey's General Stores	Apply	Milan
Sales Floor Associate	Dollar Tree	Apply	Milan
Manager Trainee	AutoZone	Apply	Milan
Part Time Sales	AutoZone	Apply	Milan
Retail Sales Associate	AutoZone	Apply	Milan
Assistant Store Manager	Dollar General	Apply	Milan
Budtender	Nature's Treatment of IL	Apply	Milan
Market Clerk	Fareway Stores Inc.	Apply	Monmouth
Team Member	Casey's General Stores	Apply	Monmouth

Retail Sales Associate (Part Time)	AutoZone	Apply	Monmouth
Sales Floor Associate	Dollar Tree	Apply	Monmouth
Assistant Store Manager	Dollar General	Apply	Woodhull
Sales Associate	Dollar General	Apply	Woodhull

SALES/SERVICE

Job Title	Employer	Apply	Location
Digital Dealer Advisor/Consultant	J.D. Power	Apply	Illinois City
District Sales Manager	Russell Cellular	Apply	Milan
Commercial Sales Manager	AutoZone	Apply	Milan
Sales / Marketing Coordinator	Legacy Estates	Apply	Monmouth
Assistant Sales Leader	US Cellular	Apply	Monmouth
Sales Team Leader	Prairie Communications	Apply	Monmouth

SANITATION

Job Title	Employer	Apply	Location
Recycle Technician	SBM Management	Apply	Coal Valley
Project Cleaner (2nd Shift)	Harvard Maintenance	Apply	Illinois City
Facility Cleaning Technician	Elliot Aviation	Apply	Milan
Cleaning Specialist	FBG Service Corporation	Apply	Milan
Sanitation Supervisor	Midwestern Pet Foods, Inc.	Apply	Monmouth
Cleaner - Morning Shift	Burger King	Apply	Monmouth

TRANSPORTATION

Job Title	Employer	Apply	Location
Operations Manager	Act II Transportation	Apply	Coal Valley
Professional Livery Driver	Act II Transportation	Apply	Coal Valley
Heavy Wrecker Tow Truck Operator	Cantrell's	Apply	Colona
Delivery Driver	DES Employment Group	Apply	Milan
Delivery Driver (Full Time)	AutoZone	Apply	Milan
OTR Truck Driver	Vantage Solutions	Apply	Monmouth
Delivery Driver	JV Pizza Hut	Apply	Monmouth
CDL A Driver	Borkgren Farms	Apply	Woodhull

Like us 

on Facebook



American Job Center - Rock Island

Visit our Facebook page.

Tell your friends & press the like button to be updated with the latest events in our area!

Now is the Time
to Invest in
Yourself and
Your Future!



**American Job Center Wants to Help Cover Your Tuition Costs!
Attend an Informational Session Today to Learn More!**

ABOUT US

What is the Workforce Innovation and Opportunity Act (WIOA)?

The Workforce Innovation and Opportunity Act (WIOA) helps job seekers succeed in the labor market by providing access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy.

Information Sessions are held **Every Tuesday at 9:00 AM at the American Job Center 500 42nd Street, Suite #6, Rock Island, IL. 61201**

Contact us at **(309) 429-6429** or email opportunity@americanjob.center for questions or to find out more information.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

HOW WE CAN HELP YOU

WIOA Grant Funds Can Help Pay For:

- Tuition, Books & Fees
- Uniforms, Equipment and /or Tools
- Testing, Licensing, & Graduation Fees
- Other Required Costs needed to complete training or college

TRAININGS

Manufacturing

Including Welding, Machining, Engineering, and more!

Transportation

Including Truck Driving (CDL), Auto and Diesel Mechanics, and more!

Health and Medical

Including CNA, Medical Assisting, Nursing, Veterinary Technician, and more!

Information Technology

Including Computer Information Technology, Network Administration, and more!

Business

Including Accounting, Human Resources, and more!

AGE IS NOT A LIMITATION!



**GET PAID WHILE LEARNING NEW
SKILLS AND CONTRIBUTING TO
YOUR COMMUNITY**



**NAPCA SCSEP WILL HELP YOU
HIGHLIGHT YOUR EXPERIENCE AND
FIND MEANINGFUL EMPLOYMENT**



ARE YOU A SENIOR LOOKING FOR WORK?

NAPCA'S SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) IS HERE TO HELP YOU! SCSEP PROVIDES TEMPORARY, PART-TIME PAID JOB-TRAINING EXPERIENCES AT LOCAL NONPROFIT AND GOVERNMENT AGENCIES FOR MATURE ADULTS.

TO BE ELIGIBLE, YOU MUST BE:

- ◆ 55 years of age or better
- ◆ Currently unemployed or retired and interested in returning to the workforce
- ◆ Low income (below 125% of federal poverty level)
- ◆ Reside in Henry and Rock Island County

PROGRAM BENEFITS:

- ◆ Career coaching assistance with resume writing, interview skills, job search assistance
- ◆ Earn while you learn! All participants earn the local minimum wage while enrolled
- ◆ Culturally and linguistically appropriate services from our multi-lingual program staff

Interested in learning more?

Please contact our SCSEP office at:

Kip Colgrove
kip@napca.org
847-318-3584

Sarah Joehlin
sarah@napca.org
206-704-5424



NATIONAL ASIAN PACIFIC
CENTER ON AGING



This project received \$13,967,915 (90.91% of its total cost) from grants awarded under the SCSEP grant, as implemented by the U.S. Department of Labor's Employment and Training Administration. \$1,396,791.50 (9.09%) of the project is financed by non-federal funding sources.



The health and safety of our customers and staff are of the highest importance.



You may access IDES services using the following methods:

- To file an Unemployment Insurance claim, visit www.ides.illinois.gov
- If you have questions about Unemployment Insurance, please call our Customer Service Center at (800) 244-5631 or 866-488-4016 TTY
- To certify for Unemployment Insurance benefits, visit www.ides.illinois.gov or call Tele-Serve at 312-338-4337 Monday - Friday 5:00 a.m. – 7:30 p.m.
- To post your resume, search job postings, or find a job, visit www.illinoisjoblink.com



If you had the opportunity to buy the perfect suit off the rack for a great price and it's custom-made to fit your needs! Then why not, right?

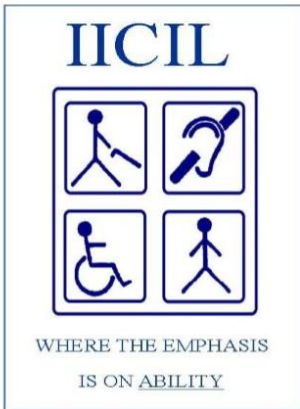
Well, “**The Arc of the Quad Cities Area - Community Employment Services Department**” offers business solutions for employers who seek qualified candidates with **disabilities** who fit the exact requirements by linking the employers with those candidates looking for job opportunities.

So please take the opportunity to find out how The Arc of the Quad Cities Area can custom fit the right job for you!

For more information on The Arc's services please use the link provided:

www.arcqca.org

**All People with Disabilities are Eligible for
FREE SERVICES
From their Local Center for Independent Living**



The IL/IA Center for Independent Living is here to assist you with:

- ⇒ **Applying/Appealing for Disability Benefits**
- ⇒ **Housing, Bus passes, SNAP and Medical Benefits**
- ⇒ **Free Hearing and Visual Assistive Devices**
- ⇒ **New Personal Assistants and PA management**
- ⇒ **Moving from Nursing Home to Independence**
- ⇒ **Youth Life Skills & Career Exploration Programs**

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**All services are available in Rock Island, Mercer and Henry County in Illinois and Scott, Clinton and Muscatine County in Iowa
Please call to schedule an appointment so that we can meet your needs.**



We Can Help!

501 11th Street
Rock Island, IL
PH: (309) 793-0090
Website: www.iicil.com



IL/IA Center for Independent Living



ywca
Quad Cities

THEPLACE2B AFTER SCHOOL PROGRAM

A Safe Space

A safe environment where youth 14 and older can have fun, be creative, and receive educational opportunities.

Life Readiness

Life, career, and education readiness resources to support everyone who walks in the door.

Support Services

Emergency food & toiletries, a clothing closet, access to GED courses, and more!



MONDAY - FRIDAY
500-800PM

YWCA QUAD CITIES
229 16th st
Rock Island, IL

Call/text by 2pm for a ride
309.350.2397
www.ywcaqc.org
theplace2b@qcywca.org



Parenting Support

**Become the best
parent you can be.**



**PREGNANCY & PARENT
SUPPORT AVAILABLE**



SCAN HERE FOR MORE INFO

309.736.7170 | www.foreverychild.org | 524 15th Street Moline



Finding Help

1 Self-Service

On the IDES website, you can:

- Apply and certify for benefits
- Sign up for direct deposit
- Change your password
- Start your job search
- ...and more!



Fastest Option!

Visit
ides.illinois.gov

2 Give Us a Call

Have a complex question? **Schedule a callback** to get help from an expert.



Next Best Option

Call
(800) 244-5631

3 Schedule an Appointment

Limited **in-person** services available for:

- Identity verification
- Employment services
- Using the resource room.



Busiest Option

Call
(217) 558-0401
to schedule



Cómo encontrar ayuda



Autoservicio

En el sitio web del IDES puede:

- Solicitar y certificar las prestaciones
- Registrarse para depósitos directos
- Cambiar su contraseña
- Iniciar su búsqueda de empleo
- ...¡y más!



¡La opción más rápida!

Visite
ides.illinois.gov



Llámenos

¿Tiene alguna pregunta compleja?

Programa una llamada para obtener la ayuda de un experto.



La siguiente mejor opción

Llame al
(800) 244-5631



Programa una cita

Servicios **presenciales** limitados para:

- Verificación de identidad
- Servicios de empleo
- Uso de la sala de recursos



La opción más concurrida

Llame al
(217) 558-0401
para programar
una cita