



Designed in Collaboration by
the Workforce Investment Board Literacy Committee

Printed by the Burlington County Print Shop

Directory *of* Literacy Programs

Burlington County

NEW JERSEY

BURLINGTON COUNTY LITERACY PROGRAM SURVEY INFORMATION

NAME OF THE ORGANIZATION: _____

TYPE OF LITERACY SERVICES AVAILABLE: _____

STREET ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

TOWNSHIP: _____

PHONE: _____

FAX: _____

EMAIL ADDRESS: _____

CONTACT PERSON & TITLE: _____

FEES: _____

TARGET AUDIENCE: _____

DESCRIPTION OF YOUR PROGRAM: _____

PLEASE DETACH THIS FORM AND MAIL YOUR RESPONSE TO:

The Burlington County Workforce Investment Board Literacy Committee
795 Woodlane Road • P.O. Box 6000 • Westampton, New Jersey 08060-6000

Organizations, like the ones listed in this booklet, are fighting the problem of illiteracy. Through an awareness of listed programs and offerings, residents of Burlington County can take advantage of these services and make others aware of the assistance that is available.

The contact information included in this booklet will assist you in finding the appropriate Literacy services to meet your needs.

If any group or organization has been omitted from this Directory, please complete the questionnaire listed on the back of this booklet and send it to:

WIB Literacy Committee Chair
795 Woodlane Road
P.O. Box 6000
Westampton, NJ 08060-6000
(609) 265-5603

Corrections should be referred to the above address.

Thank you.

The Burlington County Workforce Investment Board, commonly known as the WIB, was established in May 1995. There are currently 17 Workforce Investment Boards in New Jersey.

The primary responsibility of the WIB is to serve as an alliance of the public and private sector for the purpose of coordinating planning, policy guidance and oversight of employment and training activities in Burlington County. In partnership with the Board of Chosen Freeholders, the overall goal is to develop and sustain a unified; labor market-driven system that can deliver needed services to job seekers and employers in an effective and cost efficient manner.

The WIB is led by representatives from the private sector, and includes membership from education, organized labor, employment and training, human services and community based organizations.

The WIB does not actually operate programs, but works to influence the management of workforce development activities by analyzing local needs and coordinating Federal, State and local resources. Much of the Board's work is done through its committees and sub-committees, which include the Executive Committee, the Literacy Committee, the One- Stop Committee and their sub-committees, the Work First Operations Committee, the Youth Investment Council and the Economic Development Committee.

The Burlington County Workforce Investment Board is committed to building and maintaining a workforce of the highest quality. Our services are designed to not only benefit employers and job seekers, but to enhance the social economic well being of all citizens who live and work in Burlington County.

The Burlington County Workforce Investment Board
795 Woodlane Road
P.O. Box 6000
Westampton, NJ 08060-6000
(609) 265-5603

NOTES

BURLINGTON COUNTY ONE-STOP CAREER CENTER

American workers confront an economy in continuous transition. Young people and other first time job seekers must try to find their way in an ever-changing labor market. Jobholders find they must constantly learn new skills. Fewer workers can expect to stay with a single employer throughout their work life. Employers find it harder to find new workers with up-to-date skills. There is a confusing array of job training/retraining and benefit programs, which do not efficiently address workforce career requirements. There is a clear need for a streamlined system which puts customers first by providing them with the information and access to the services they need to make sound career decisions.

One-Stop Career Centers Can Help You!

Universality

One-Stop sites offer customers different kinds of help for finding jobs and developing careers. Everyone has access to a wide array of job seeking and employment development services, including the initial assessment of skills and abilities, self-help information relating to career exploration and skill requirements of various occupations, consumer report information on the performance of local education and training providers, and quality labor market information.

Integration

The One-Stop system involves all of the relevant employment and training service agencies and offers a seamless approach to service delivery under a wide array of employment, training, and education programs. The One-Stop system uses technology to provide integrated access to basic high-quality services for State, Federal and locally funded programs.

Results

To ensure customer satisfaction, One-Stop Career Center system sites have clear performance driven outcome-based measures.

BURLINGTON COUNTY WORKPLACE LEARNING LINK

The Workplace Learning Link, with the long range goal of successful employment, was designed to identify and develop a customer's career requirements. Through individualized computer-based programs in reading, mathematics, language, career and life skills, the customer becomes competitive in the job market or capable of entering a training program.

The Workplace Learning Link requires a fourth-grade reading and math level and the customer's attendance five (5) days per week. Through the customer's level of dedication, an atmosphere of accomplishment is established while improving the skills necessary for obtaining successful employment. Daily contact with the Workplace Learning Link instructor and counselor reinforces the customer's self-esteem and empowers the customer with the necessary confidence to excel in the job market. With improved overall skills, the customer is prepared to gain a level of independence and self-sufficiency.

Address	Ground Floor/Human Services Building 795 Woodlane Road Westampton, NJ 08060
Phone	(609) 265-5469
Fax	(609) 265-5792
Eligibility	Anyone legal to work in the United States
Assessments	Reading, Language, Math Computation Skills
Purpose	Prepare individuals for the General Equivalency Diploma (GED); entry level employment or to increase reading, math and/or basic workplace readiness skills
Goal	Improve your reading, math and basic workplace readiness skills
Times for Program	8:30 AM to 4:30 PM
Fee for Service	None
Referral to Link	Necessary, through the Burlington County One-Stop Career Center

BURLINGTON COUNTY COMMUNITY ORGANIZATIONS

Organization	Servicios Latinos of Burlington County
Phone	(609) 518-7171
Address	1 High Street, Mt. Holly, NJ 08060
Contact Person	Angela Gonzalez
Programs Offered	Provides access to consulate information, employment, social services, health care and education
Services Offered	Servicios Latinos is an organization based in Burlington County College's Mount Holly Business & Career Center that assists the County's Hispanic population
Age Range	Any Age

BURLINGTON COUNTY FAITH-BASED ORGANIZATIONS

Name	Church of the Good Shepherd United Methodist
Phone	(609) 877-6088
Address	110 Buckingham Dr., Willingboro, NJ 08046
Director/Contact	Edward Miller
Programs Offered	After School Tutorial
Age Range	Elementary & High School Students
Fee for Services	None

BURLINGTON COUNTY COMMUNITY ORGANIZATIONS

Organization	Boys and Girls Club of Burlington County
Phone	(609) 835-0835
Address	Kennedy Center, 429 John F. Kennedy Way Willingboro, NJ 08046
Contact Person	C. Andre Daniels
Email	boysgirlsbcnj@gmail.com
Programs Offered	Tutoring Services
Services Offered	Homework Help
Age Range	6 to 18 years of age

Organization	Literacy Volunteers of Burlington County
Phone	(609) 877-5566
Address	Kennedy Center, 429 John F. Kennedy Way Willingboro, NJ 08046
Contact Person	Sally Love
Programs Offered	English for Speakers of Other Languages (ESOL), Basic Literacy
Services Offered	One-on-one and small group tutoring is provided in basic literacy and ESOL at the convenience of the tutor and student. Free services are offered to adults whose reading skills rest at or below the sixth-grade level
Age Range	16 years & older

BURLINGTON COUNTY WORK READINESS CREDENTIAL

Work readiness describes an individual's ability to obtain and retain employment. The term, work readiness, incorporates existing skills and aptitudes for work, as well as the individual's potential to demonstrate increasing value to an employer. Skills and aptitudes that define work readiness include work behaviors and attitudes, self-analysis skills, interpersonal skills and foundational academic skills.

The Work Readiness Credential (WRC) is a certification of work readiness skills based on a computer-delivered and legally valid assessment. This is the first national standards-based assessment for entry-level workers providing a universal, transferable, credential for work readiness. This assessment was designed to measure how well individuals meet employer expectations for entry-level positions and the extent to which they are likely to maintain and succeed in their careers. The Work Readiness Credential is an important achievement that allows employers to know that individuals are "work ready".

To earn the Work Readiness Credential, candidates must pass all four (4) of the tests in the assessment battery:

- **Work Readiness Reading Test**
- **Work Readiness Math Test**
- **Work Readiness Oral Language Test**
- **Work Readiness Situational Judgment Test**

When individuals successfully complete the assessment they will receive a National Work Readiness Credential as confirmation that they have the skills to add value on the front line in entry-level workplaces.

The Work Readiness Credential is offered, through referral, in the Burlington County Workplace Learning Link.

HOW TO PREPARE FOR THE GED TESTS

There are many ways to help you prepare for the GED Test.

Enroll in a free local adult education program. Your academic strengths will be assessed to determine if you are ready to take the GED test or if you will need more instruction.

If you cannot attend a local program, tune into the **GED on TV** broadcast on the New Jersey Network (NJN), two (2) times a day, from 5:30 - 6:00 AM and 1:30 - 2:00 PM. The program is aired in English on Monday, Tuesday, Saturday and Sunday and in Spanish on Wednesday and Thursday.

If you are interested in the GED on TV program, call the toll-free number **1-800-345-7587**.

Take advantage of the on-line GED preparation and instruction. For a complete list of on-line distance learning resources for GED preparation or digital high schools, visit www.back2college.com. Another resource for free online GED preparation is PBS Literacy Link's at www.pbs.org/literacy. Click on Adult Education/GED in the left side menu.

The **fx-260 Solar Calculator** will be used for the Mathematics Test. You may want to purchase the fx-260 Solar Calculator **for your practice use**. Calculators can be purchased for **\$7.00 plus a \$2.50 charge for shipping and handling** from ACE/GED Distribution Center, Department 191, Washington, DC 20055-0191 (Phone: 301-604-9073).

BURLINGTON COUNTY LIBRARIES

Moorestown Library

111 West Second Street, Moorestown, NJ 08057
(856) 234-0333

Mount Holly Public Library

307 High Street, Mt. Holly, NJ 08060
(609) 267-7111

Mount Laurel Library

100 Walt Whitman Avenue, Mt. Laurel, NJ 08054
(856) 234-7319

Pemberton Community Library

16 Broadway, Browns Mills, NJ 08015
(609) 893-8262

Pinelands Branch Library

39 Allen Avenue, Medford, NJ 08055
(609) 654-6113

Riverton Public Library

10 Franklin Street, Riverton, NJ 08075
(609) 461-6922

Riverton Free Library

306 Main Street, Riverton, NJ 08077
(856) 829-2476

Vincentown Library

94 Main Street, Vincentown, NJ 08088
(609) 859-3598

Willingboro Public Library

200 Willingboro Parkway, Willingboro, NJ 08046
(609) 877-6668

BURLINGTON COUNTY LIBRARIES

Beverly Free Library

1025 Detwiller Avenue, Beverly, NJ 08010
(609) 387-1259

Bordentown Branch Library

18 East Union Street, Bordentown, NJ 08505
(609) 298-0622

Burlington County Library

5 Pioneer Boulevard, Burlington, NJ 08016
(609) 267-9660

Cinnaminson Branch Library

1619 Riverton Road, Cinnaminson, NJ 08077
(609) 829-9340

Crosswicks Community Library

483 Main Street, Crosswicks, NJ 08515
(609) 298-6271

Delanco Public Library

1303 Burlington Avenue, Delanco, NJ 08075
(856) 461-6850

Evesham Branch Library

984 Tuckerton Road, Marlton, NJ 08053
(856) 983-1444

Florence Township Library

1350 Hornberger Avenue, Roebling, NJ 08554
(856) 499-0143

Maple Shade Branch Library

200 Stiles Avenue, Maple Shade, NJ 08052
(856) 779-9767

BURLINGTON COUNTY ADULT BASIC EDUCATION CONSORTIUM

The Burlington County Adult Basic Education Consortium (ABE) assists adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, become full partners in the educational development of their children and complete a secondary school education.

The ABE Consortium offers a variety of literacy services at convenient times and locations; available without charge. In collaboration with the Burlington County One-Stop Career Center, the Consortium provides access to quality literacy, employment and training services to contribute to the building of a strong workforce, preparing adults to be competitive in the job market. Furthermore, educated adults will learn the skills needed become self-sufficient and responsible citizens, empowering them to support and reinforce the education of their children.

Lead Agency Address

Burlington County College
300 Willingboro Parkway
Willingboro, NJ 08046

Phone

(609) 877-4520

Fax

(609) 877-5243

Program Director

Valerie Hawkins

E-mail

rhawkins@bcc.edu

Programs Offered

Adult Basic Education, English as a
Second Language (ESL), GED Test
Preparation, GED Test Center

Age Range

16 years & older

BURLINGTON COUNTY ADULT BASIC EDUCATION CONSORTIUM

Partner Address Burlington County Library
5 Pioneer Boulevard
Westampton, NJ 08060

Phone (609) 267-9660
Fax (609) 267-4691
Program Director Margie Frame
Programs Offered English as a Second Language (ESL)
Age Range 16 years & older

Partner Address Burlington Township High School
610 Fountain Avenue
Burlington, NJ 08016

Phone (609) 387-3955, Ext. 4170
Fax (609) 387-8968
Program Director Gary Russell
Programs Offered English as a Second Language (ESL)
Age Range 16 years & older

Partner Address Bordentown Regional School District
48 Dunns Mill Road
Bordentown, NJ 08505

Phone (609) 298-9123, Ext. 1201
Fax (609) 298-6992
Program Director Sandy Ewell
Programs Offered Adult Basic Education, GED
Preparation, English as a Second
Language (ESL)
Age Range 16 years & older

ADULT HIGH SCHOOL PROGRAMS OF BURLINGTON COUNTY

School Address Palmyra Adult High School
4th & Delaware Avenue
Palmyra, NJ 08065

Phone (856) 786-8050
Fax (856) 303-1664
Program Director Robert Pupchik, Principal
Programs Offered Adult High School Diploma
Time of Program Three (3) Evenings per week
Age Range 16 years & older
Fee for Service None

School Address Rancocas Valley Regional High School
520 Jacksonville Road
Mount Holly, NJ 08060

Phone (609) 267-0830
Fax (609) 702-0631
Program Director Camille Rosenberg
Programs Offered Adult Diploma Program
Time of Program Monday thru Thursday 6 - 9 pm;
depending on class assignment
Age Range 16 years & older
Fee for Service \$25 registration fee

ADULT HIGH SCHOOL PROGRAMS OF BURLINGTON COUNTY

The Adult High School programs offered in Burlington County assist those who were unable to complete a secondary education program or for those looking to enhance their skill sets, so that they may complete for high-demand occupations.

Do you want your high school diploma to increase your confidence and self-esteem; and help you get the necessary skills for a new career? You can take classes at any of the Adult Education Programs, listed in this booklet, to obtain a high school diploma recognized by the State of New Jersey.

New classes begin each quarter, day and evening. If you test at college level for reading, writing or math, you may take college classes rather than Adult High School classes. The college classes count toward both a **High School Diploma** and a college degree.

You will need to obtain an official copy of your transcript from the last high school you attended. You should for an orientation session, as soon as possible, prior to attending.

School Address	Burlington City Adult Education Program 457 Columbus Road Burlington, NJ 08016
Phone	609-387-5895
Fax	609-239-4357
Program Director	Elizabeth Baird
Web Address	www.burlington-nj.net (click on Departments, then click on Adult Education)
Programs Offered	GED, English Language Learners (ELL), SAT Preparation, Various Adult Education Courses Day Program: ALIVE! for Seniors 55+ (<u>Adult Learning Invites Vitality Everyday</u>)
Time of Program	Evenings Monday - Friday 6 - 9 pm Day Program: Monday - Friday
Age Range	16 years and older
Fee for Service	Yes, except for GED, ELL and SAT Prep (Free to Burlington City Residents <u>Only</u>)

BURLINGTON COUNTY ADULT BASIC EDUCATION CONSORTIUM

Partner Address	Pemberton Township High School Arney's Mount Road Pemberton, NJ 08068
Phone	(609) 893-8141 Ext. 2050
Fax	(609) 894-9390
Program Director	Lisa Sanders
Programs Offered	Adult Basic Education, English for the Foreign Born, GED Preparation
Age Range	16 years & older

Partner Address	Literacy Volunteers of Burlington County Kennedy Center 429 John F. Kennedy Way Willingboro, NJ 08046
Phone	(609) 877-5566
Contact Person	Sally Love
Programs Offered	English for Speakers of Other Languages (ESOL), Basic Literacy
Services Offered	One-on-one and small group tutoring is provided in basic literacy and ESOL at the convenience of the tutor and student. Free services are offered to adults whose reading skills rest at or below the sixth- grade level
Age Range	16 years & older

BURLINGTON COUNTY ADULT BASIC EDUCATION CONSORTIUM

Partner Address	Rancocas Valley Regional High School 520 Jacksonville Road Mount Holly, NJ 08060
Phone	(609) 267-0830
Fax	(609) 267-9204
Program Director	Camille Rosenberg
Programs Offered	Adult Diploma Program, Adult Basic Education, English for Speakers of Other Languages (ESOL), GED Preparation
Time of Program	Monday/Wednesday Evenings 6 - 8:30
Age Range	16 years & older
Fee	\$10 Registration Fee

Partner Address	Willingboro Township Kennedy Center, 429 JFK Way Willingboro, NJ 08046
Phone	(609) 835-5630
Fax	(609) 835-3837
Program Director	Harold Shafer
Programs Offered	Adult Basic Education, English as a Second Language (ESL), GED Preparation
Time of Program	Mon., Tues., Weds. 6 – 9 pm
Age Range	16 years & older

HOW TO QUALIFY FOR A NEW JERSEY HIGH SCHOOL DIPLOMA

There are four ways to qualify for a New Jersey State-endorsed High School Diploma:

Take and successfully pass the GED by (1) earning the minimum passing score on each of the tests; (2) earning a total score of 2250.

Take and perform at a proficient or advanced proficient level of achievement in all sections of the High School Proficiency Assessment (HSPA) starting in the current academic year, and present official college transcripts. These transcripts must show at least 30 general education credits leading to a degree at an accredited institution of higher education. Included in the 30 general education credits must be a minimum of 15 credits with at least three (3) credits in each of the five (5) general education categories as follows:

- 1) Communications
- 2) Mathematics
- 3) Science
- 4) Social Science
- 5) Humanities

To qualify for a local district diploma, attend an Adult High School and graduate. Adult High Schools offer adults the opportunity to obtain a high school diploma. Adult High Schools are schools offering supervised instruction in the day or evening to allow adults to complete the requirements for a locally issued State-endorsed diploma. Students are held accountable for the Statewide assessment in effect at the time they meet all other graduation requirements.

Course are varied to meet the educational needs of adults. For each student in an Adult High School program. An educational plan is developed reflecting:

- 1) past academic record;
- 2) an analysis of past experiences for which credit may be awarded;
- 3) graduation requirements; and
- 4) a proposed schedule of course leading to completion of the requirements for graduation.