

Who We Are

For more than 45 years, Goodwill Industries of Central North Carolina has helped individuals with barriers to employment become self-sufficient.

We operate retail stores and community resource centers to serve Alamance, Caswell, Guilford, Randolph and Rockingham Counties. We accept donated goods, resell those items in our stores, and use the revenue to provide job training in our community resource centers.

The Greensboro Community Resource Center serves more than 4,000 members of the Triad community every year.

Staff

Otis Robinson, Workforce Development Director
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Milton Grady, Facilitator
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Paulette Schnyder, Receptionist
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Hours

Monday–Friday
8 a.m.–4 p.m.

Saturday–Sunday
Closed

Goodwill Industries of Central North Carolina

Corporate Offices and Greensboro Community Resource Center

1235 South Eugene Street
Greensboro, NC 27406
Phone: (336) 275-9801
Fax: (336) 274-1352

Asheboro Community Resource Center

1064 East Dixie Drive
Asheboro, NC 27203
Phone: (336) 610-0400
Fax: (336) 610-0404

Reidsville Community Resource Center

1551 Freeway Drive
Reidsville, NC 27320
Phone: (336) 637-1010
Fax: (336) 637-1020

Jobs On The Outside (JOTO)

2216 West Meadowview Road, Suite 118
Greensboro, NC 27407
Phone: (336) 852-8301
Fax: (336) 856-8166



Special programs accredited by
the Commission on Accreditation
of Rehabilitation Facilities

GSO1 Rev. 8/23/10

Greensboro Community Resource Center



Goodwill Industries
of Central North Carolina, Inc.
1235 South Eugene Street
Greensboro, NC 27408
Phone: (336) 275-9801
Fax: (336) 274-1352
www.TriadGoodwill.org

Our Business is Changing Lives



Resource Center

At the Greensboro Community Resource Center, job seekers can meet with knowledgeable career counselors to get one-on-one counseling, utilize the Network

Room for job searches, use the Community Computer Lab for self-guided tutorials on the latest computer programs, and take advantage of the skills that can be learned through the Job Preparedness Class.

Career Counseling

Career counseling prepares you to search for jobs, complete applications and interview. If you are not sure what career path to follow, we can help by offering an interest inventory. All participants must be registered and submit a resume or a resume worksheet before meeting with a counselor. Career counseling is by appointment only.

Network Room

The network room provides the necessary tools for you to perform a job search and apply for jobs. Use of the network room is limited to job search and educational activities. Available tools include:

- Computers for online job search and application
- Job leads board to browse job opportunities and employment events by industry
- Career and employment guides
- Phones to make job contacts
- "Hello Line" to take messages from employers for participants without personal phones

Job Preparedness Class

This five-day training class teaches job-seeking skills, interviewing techniques and resume writing skills. The class also reviews life planning, budgeting and time management. Instructors conduct mock interviews to offer each student hands-on experience. Business education and community leaders address the graduates each week. Class graduates receive 10 printed resumes, a voucher for interview clothing and a certificate of completion. Completion of this class can lead to hands-on work experience training in retail and customer service.

Class meets:

Wed., Thurs., Fri., Mon., Tues., 9 a.m.–4 p.m



Additional resources

Information available about services offered from other community agencies, including:

- Bilingual services
- Child care, after-school activities and senior care
- Educational programs
- Mental health
- Housing
- Human services
- Transportation

Community Computer Lab

The community computer lab provides access to the Internet and Microsoft Office 2007 programs. You can use self-guided tutorial programs to learn typing skills and Microsoft Office 2007 programs. Computer use is limited to job search and educational activities.

Whether you are a beginner or just need to hone your skills, the community computer lab offers self-paced and interactive programs to meet your needs. A lab assistant is available to answer any questions.

Tutorials are available in:

- **Access:** Learn how to generate reports, use forms and design and manage tables.
- **Excel:** Learn how to enter and edit data, work with functions and collaborate on documents.
- **Outlook:** Learn how to manage messages, maintain contacts and organize information.
- **PowerPoint:** Learn how to customize presentations, add objects and work with shapes and pictures.
- **Typing Master:** Learn how to increase your typing speed and accuracy using typing drills and review exercises.
- **WinWay Resume and Cover Letter Writer:** Build your resume and cover letter using preset templates.
- **Word:** Learn how to create and edit text, work with graphs and collaborate on documents.

Computer Lab Hours:

Monday–Friday
8:30 a.m.–11:30 a.m.
12:30 p.m.–4 p.m.