Job Readiness Training
Every Monday 2:30pm - 3:30pm
@ THE HI-KEY 156 S. Spruce Ave #146, South SF, CA 94080

Must be 15 or older to participate
EXPLORE STEP-BY-STEP READINESS FOR A CAREER
• Career Exploration
• Resume/Cover Letter Workshop
• How to Apply Online or In-Person Workshop
• Dress for Success Workshop
• Mock Employment Interview Workshop

To RSVP you MUST contact
Manuela Aviles
(650) 837-0810
maviles@successcenters.org

Many more workshops available
YouTube Class
LEARN VIDEO PRODUCTION

LEARN HOW TO:
CREATE HIGH CONTENT VIDEO
EDIT VIDEO
OPTIMIZE VIDEO FOR SEO
HOW TO RANK VIDEO

156 S. Spruce Ave # 146, South San Francisco, CA 94080
Every Tuesday 1:30 PM – 3:30 PM

To RSVP you MUST contact Manuela Aviles
(415) 688-7970 | maviles@successcenters.org

https://tinyurl.com/hikeycenter
Youth Probation Support Group
Every Wednesday 3:30pm - 5:00pm
@ THE HI-KEY 156 S. Spruce Ave #146, South SF, CA 94080

This support group is designed to offer youth strategic solutions to successfully discharging off probation. Our goal is to help youth clearly understand the goals of the probation department, while also understanding how to set and follow through on one’s own personal goals while on probation.

Information covered in this support group:
- What does it mean to be on probation? Clearer understanding of Probation Conditions
- Recidivism (the connection between poverty & crime)
- Communicating with your Probation Officer
- What are my rights while on probation?
- What is a technical violation?
- Probation as a resource
- Substance Use & Abuse + Treatment resources

To RSVP you MUST contact:
Manuela Aviles
(650) 837-0810
maviles@successcenters.org

This support group will use a strength-based approach while implementing Growth Mindset strategies for overcoming probation.
SPOKEN WORD WORKSHOP

October, Every Thursday @ 3:00p-4:00p

• Tell your story your way
• Enhance your public speaking skills
• Access skills necessary to work in advertising, music, and more!

WHERE:
HI-KEY CENTER
156 S. Spruce Ave #146
South San Francisco 94080

Must be between ages 15-24 to participate

Interested?
To attend, you MUST RSVP with Manuela Aviles

MANUELA AVILES
maviles@successcenters.org
(650) 837-0810

Tell your story your way
Enhance your public speaking skills
Access skills necessary to work in advertising, music, and more!

https://tinyurl.com/hikeycenter
Helping Instill Knowledge & Empowerment in You
156 S. Spruce Ave #146, South San Francisco, CA 94080

How do I use the HI-KEY center to successfully participate in an Employer Spotlight?

**Step One**

ORIENTATION WITH A HI-KEY STAFF MEMBER
✓ INTAKE PAPERWORK

_In order to participate in the HI-KEY programs you must complete these steps_

**Step Two**

JOB READINESS TRAINING (WORKSHOPS)
✓ DRESS FOR SUCCESS
✓ COVER LETTER/RESUME
✓ RIGHT TO WORK DOCS
✓ MOCK INTERVIEW

**Step Three**

EMPLOYER SPOTLIGHT
✓ INTERVIEW WITH THE EMPLOYERS

To RSVP you MUST contact Manuela Aviles
Phone: (415) 688 - 7970
Email: maviles@successcenters.org
https://tinyurl.com/hikeycenter
Helping Instill Knowledge & Empowerment in You

Application Workshop
156 S. Spruce Ave #146, South San Francisco, CA 94080

Participants will learn how to utilize soft skills with technology to enhance job searching capabilities.

- How to make a professional Email account
- How to leave a professional voice mail
- How to apply for jobs online
- How to send a thank you letter after a job interview

To RSVP you MUST contact
Manuela Aviles
(415) 688-7970
maviles@successcenters.org

https://tinyurl.com/hikeycenter

Administrative Offices
146 So. Spruce Ave.
So. San Francisco, CA 94080
Phone: 415.0688.7970

Career Center
1449 Webster St.
San Francisco, CA 94115
Phone: 415.549.7000

EETC (AND)
1245 Howard St.
San Francisco, CA 94103
Phone: 415.575.0432

Family & Career Service Center
2577 MacArthur Blvd.
Oakland, CA 94602
Phone: 510.482.1738