

## Overview

In October 2013, the South Carolina Department of Juvenile Justice (DJJ) opened its innovative, Job Readiness Training Center (JRTC) in Columbia. Located at the corner of Broad River and Shivers Roads and developed in collaboration with community partners, the facility will provide life and job skills classes to DJJ youth on probation, parole, or in committed status ranging primarily from ages 12 to 18, and other youth as part of the agency's prevention and intervention efforts.

The JRTC is a multi-use facility that houses classroom and meeting space designed to provide amenities that enhance the learning experience. The facility is equipped with video conferencing, video projection, smart-board technology, a computer learning lab and conference room for meetings and other training.

While class size at the JRTC facility is limited to about 16 youth, additional training is offered to students from up to six remote locations around the state at one time through video conference link. The number of attendees at those locations is dictated by the available seating space. DJJ offices in every county and private providers' facilities where juveniles are placed have video conferencing ability, and their participants will be included. A major goal of the JRTC is to provide training, to as many youth as possible, regardless of where they are physically located.

Handouts and other course materials used in Columbia are provided to remote locations by email prior to the actual session. Staff at the remote locations monitor class participation and assist the JRTC instructor as needed so all students get the same learning experience. Class schedules, registration forms, and other information are posted on-line at the JRTC link on the DJJ website.

## JRTC Curriculum

JRTC curriculum is designed to meet the specific needs of the youth, and instruction is provided by DJJ staff as well as community partners from different disciplines. The class sessions are taught in complete 1 to 2 hour blocks, with certificates provided to the participants upon completion. In addition to job readiness training, the JRTC also offers a range of "soft" life skills courses designed to enhance a youth's chance of being successful in finding and keeping a job. Course curriculum includes:

- Tackling the Tough Skills
  - Attitude
  - Responsibility
  - Communication
  - Problem Solving
  - Preparing for the Workplace
- Résumé and Cover Letter Writing
- Interviewing Skills
- Social Networking...Face-to-Face
- Dressing for Success
- Personal Grooming for Young Men & Women
- Planning for a Future of Financial Success
- Setting Priorities for Life
- Time Management & Organization
- Business Entrepreneurship
- Kids Law
- ServSafe® and Healthy Eating
- Becoming Job Smart
- Trades Exposure
  - Carpentry
  - Plumbing
  - Electrical
  - Welding
  - Office and Industrial Environments

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### For more information please contact:

Job Readiness Training Center  
1600 Shivers Road, Columbia, SC 29210  
Office: (803) 896-2106 ♦ Email: [JRTC@scdjj.net](mailto:JRTC@scdjj.net)

For additional DJJ resources please visit our website at  
<http://www.state.sc.us/djj>

## DJJ County Office Directory

Abbeville  
864-366-5312

Darlington  
843-393-5641

Lee  
803-484-4550

Aiken  
803-641-7735

Dillon  
843-774-4147

Lexington  
803-359-5526

Allendale  
803-584-4751

Dorchester  
843-832-4265

Marion  
843-431-1110

Anderson  
864-260-4041

Fairfield  
803-712-6533

Marlboro  
843-479-2961

Barnwell  
803-259-7114

Florence  
843-665-3080

Newberry  
803-276-8243

Bamberg  
803-245-5184

Greenville  
864-467-5875

Oconee  
864-638-9537

Beaufort  
843-525-1351

Greenwood  
864-229-6648

Orangeburg/Calhoun  
803-533-6270

Berkeley  
843-761-8194

Georgetown  
843-546-8723

Pickens  
864-878-7560

Charleston  
843-740-1649

Hampton  
803-943-4296

Richland  
803-253-4050

Cherokee  
864-487-2564

Horry  
843-915-8969

Spartanburg  
864-562-4200

Chester  
803-377-8104

Jasper  
843-726-5666

Sumter  
803-778-2368

Chesterfield  
843-623-2378

Kershaw  
803-432-9171

Union  
864-429-1640

Clarendon  
803-435-8587

Lancaster  
803-285-9447

Williamsburg  
843-355-2772

Colleton  
843-549-1509

Laurens  
864-984-2518

York  
803-909-7500

Tri-Counties  
(Edgefield, McCormick, Saluda)  
864-445-8138

*The South Carolina Department of Juvenile Justice (DJJ) is the state cabinet agency responsible for providing custodial care and rehabilitation for the state's children who are incarcerated, on probation or parole, or in community placement for a criminal or status offense. Our mission is to protect the public and reclaim juveniles through prevention, community services, education, and rehabilitative services in the least restrictive environment.*