



Position Title: Construction Instructor

Department: Apprenticeship Readiness Training

Reports to: Director of Operations

FLSA Status: Full-Time Exempt

Recruitment Focus: Internal and External Applicants

POSTING DATE: **Closing Deadline Date: Until Filled** **Internal Closing Date: N/A**

Summary:

WINTER is a private, non-profit organization that provides young people and women with opportunities to develop themselves academically, professionally, and personally. We do this by involving young people and women in a combination of services, including but not limited to; education, support, employment training, job placement and community service activities.

Position Summary:

This position is responsible for the Apprenticeship readiness job training program, and ensuring the recruitment and completion of 200 adult women participant's readiness to enter union construction and placement in registered apprenticeships and related industry. The Instructor shall have primary responsibility for all direct services to pre-apprentices, responsible for the development, implementation, of a multi-trade curriculum (MC3) course of instruction which will qualify persons for employment as a first period apprentice in the construction and building trades industry. Maintains tools and workshop clean and in working order; responsible for workshop maintenance, organization, safety and cleanliness; Maintains and updates an inventory list. The instructor will provide all classroom/practicum instruction. She/he will oversee all aspects of program training, and placement of women in high-wage jobs. The Instructor will represent WINTER in the public arena, publicizing WINTER programs and identifying opportunities to collaborate and to develop program curriculum. Also, the Instructor ensures that goals are met and activities are in compliance with all grant conditions. Responsible to effectively teach the attitudes, knowledge, concepts, and skills encompassed within the curriculum; annually prepares and submits a course of study including program objectives, student performance objectives, and daily lesson plans, rubrics; annually prepares and submits a program budget and be responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget; at the completion or termination of a student's training, submits a report of the total number of hours of training the student received and the related skills achieved; works collaboratively with apprenticeship readiness instructors, representatives from related business, industry, unions, professional organizations, and other public and/or private agencies providing the same or related training, staff meetings and such other meetings as required by the director; performs other related duties as requested by the director.

Essential Functions:

- Provides construction training to women.
- Will assess trainees in a weekly basis to ensure learning and adjust teaching
- Create and implements lesson plans, rubrics and classroom management utilizing the MC3 website.
- Provides hands-on training in construction utilizing prescribed projects.
- Provides construction math to participants
- Plans and organizes special activities and events for participants.

- Oversees all aspects of program delivery and will teach and coordinate workplace skills & safety courses including OSHA and HAZWOPER and other topics.
- Maintains all required attendance documentation and provides monthly, data reports to coordinators.
- Maintains facility clean, organized and attractive.
- Participates in agency fundraising events.

Proficiencies/Critical Skills:

- Demonstrates excellent leadership skills, which are characterized by the ability to gain respect, positively influence, accurately assess and support the agency in the achievement of its mission with and through others (internal and external).
- Decision Making – uses good judgment; evaluates alternatives in the achievement of quality outcomes.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Demonstrates a high level of professionalism and work ethics.
- Interpersonal – Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrated commitment to progressive social change.
- Demonstrates excellent communication skills (oral and written), characterized by actively listening and ensuring respectful two-communication interactions.
- Demonstrates a high level of accountability, responsibility and dependability.
- Demonstrates a positive attitude, self-discipline, and self-awareness.
- Demonstrates teamwork through cooperation and collaboration with others.
- Other duties as assigned.

Work Schedule:

- Due to the demands of service, hours and days of work may vary.

Special Note:

As an organization with a strong social mission, job responsibilities are likely to change considerably over time. The Instructor must be flexible in her/his approach and willing to contribute extraordinary effort and judgment to learn from what works and what doesn't and change approaches based on these learnings.

Minimum Requirements/Qualifications:

- Working knowledge of construction & building trades employment training and development.
- Working knowledge in nontraditional careers for women.
- Working knowledge of how to establish innovative initiatives.
- Ability to work with and motivate women of diverse backgrounds and abilities, as they pursue their goals.
- Ability to effectively work in an environment characterized by multiple simultaneous demands, changing priorities, and a heavy workload.
- Ability to develop and complete yearly work plans.
- Experience and ability to plan and lead outreach classes, workshops and community education efforts to educate women using innovative education principles in formal and/or informal contexts.
- Must be open to innovation.
- Experience and ability to work with establish gender-based norms.
- General computer skills and working knowledge of Microsoft Office, Access, Excel, PrintShop, Adobe, and Publisher.
- Ability to travel in the United States

AND

Experience/Education:

- ROP Credentialed, MC3 Certified
- A minimum of five years of prior experience as a construction instructor or program manager in non-profit agency or apprenticeship.

Other Requirements:

- California Class C Driver's License,
- Instructor Certified in OSHA, HAZWOPER, and First Aid/CPR.

Salary and Benefits:

- \$50,000 (compensation depends on experience and certifications/education)
- Health Benefits
- Two Week Paid Vacation (Paid vacation increase after 4 years of employment)
- Paid Sick Leave
- Paid 8 Holidays Days per Year
- Paid 3 WINTER Community Service Days (MLK Day, Cesar Chavez Day and Earth Day)
- Agency Close 2 weeks during the Holidays (Vacation Time)

Expected Measurable Outcomes

- 200 qualifying women will receive assessments and pre-apprenticeship/job training.
- 190 women will enter partners registered apprenticeships and related employment.
- 100% of women placed will be enrolled in support services.
- 97% of women placed in apprenticeships or industry related employment will be retained at a minimum of 1 year.
- Workshop and facility will be clean, organized and accident free.

In-House Candidate Procedure: In-house applicants must review the Transfers/Promotions guidelines and should complete a WINTER Transfer/Promotion Career Opportunity Application within three (3) working days of the "Posting Date." This information can be requested from Administration. The internal application should be submitted to the Executive Director by the In-House Closing Date.

APPLICATION PROCEDURE: Email cover letter, resume and salary history to: Women In Non Traditional Employment Roles/ Attn: Ms. Luz Flores at LFlores@winterwomen.org

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

EQUAL OPPORTUNITY EMPLOYER M/F/V/D

FAIR CHANCE POLICY: We will consider for employment all qualified applicants, including those with incarceration background, in a manner consistent with the requirements of applicable state and local laws.