



POSITION TITLE: **Lead Construction Training Supervisor**

REPORTS TO: **Director of Programs**

POSITION SUMMARY:

The Lead Construction Training Supervisor is a key part of the Programs team with responsibility for the day-to-day management of a dynamic construction program. This individual works closely with the Director of Programs to develop and implement a comprehensive training curriculum that prepares youth and young adults interested in the trades as a career. The Lead Training Supervisor ensures a high-quality learning environment that prepares trainees to excel in the workplace. The Lead Construction Training Supervisor oversees instructional staff, volunteers and collaborates with Support Services staff to ensure trainee advancement of the personal, employment, and educational goals during training. In addition, this individual provides the following: direct instruction in both a classroom and lab setting, program budget oversight, and coordinate partnerships with community college, trade, and industry partners. This position requires the following qualities:

- Excellent presentation, training, and facilitation skills
- A commitment to providing high-quality instruction
- A flexible, energetic, positive team player
- Excellent interpersonal skills including the ability to relate to a culturally diverse population
- Excellent written and verbal communication skills
- Commitment to use data to improve program effectiveness and ensure quality

KEY RESPONSIBILITIES:

Curriculum & Instruction

- Design, implement, and revise curriculum and daily lesson plans to ensure preparedness for employment with the construction industry; Establish and maintain a regular assessment plan that emphasizes mastery of content over test scores (Can trainee demonstrate knowledge vs. pass a test); Ensure effective classroom management techniques to effectively maximize trainee learning
- Manage a set training budget to ensure efficient stewardship of resources; Monitor the maintenance of program facilities, equipment, and instructional materials.
- Coordinate the integration of support services, life skills and career readiness programming; ensure all program components support established trainee outcomes
- Provide coaching and mentoring to trainees and assist them with strategies to help them complete the training
- Perform other duties as assigned

Performance Management

- Collect, input and maintain trainee interactions within the Apricot database system; Ensure all required information for weekly/monthly/quarterly/annual reports is provided promptly and as requested
- Work with Director of Programs to complete regular program evaluations and make appropriate adjustments
- Other duties as assigned

EDUCATIONAL REQUIREMENTS:

- AA degree from an accredited college or university in one of the following: Building and Construction, Construction Management, Blueprint Reading, Carpentry or equivalent field experience
- Preferred –Valid California Teaching Credential or appropriate industry work experience to qualify for a Vocational Education Credential

SKILL AND EXPERIENCE REQUIRMENTS:

- Five plus years of experience in the construction industry
- Preferred - Minimum of three (3) years of teaching experience in a secondary or post-secondary setting
- Up to date knowledge of standards and skills for success in the construction industry
- Supportive attitude toward learning; Ability to create a safe classroom environment for trainees of diverse backgrounds
- Excellent interpersonal skills, including the ability to communicate and work effectively with diverse learners and staff
- Basic computer application knowledge of Word, Excel, Power Point and Outlook
- Experience delivering instruction using an interactive approach and/or multi-media technology
- Excellent written and verbal communication skills
- A passion for working with young adults, an unshakable belief in their potential and a strong commitment to the mission of Taller San Jose Hope Builders
- Bilingual English/Spanish a plus

ADDITIONAL REQUIREMENTS:**Physical Requirements**

- Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks and the ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission Taller San Jose Hope Builders.

COMPENSATION:

- Full-time position. Some nights and weekends may be required.
- Salary negotiable depending on experience. Eligibility for annual performance based bonus. Position eligible for CalPERS teaching credit.
- Full medical, dental, vision benefits and 401(k) retirement plan with employer match are available.
- Generous paid personal, extended and holiday time off plans.

DESCRIPTION OF ORGANIZATION:

Hope Builders is a highly focused, goal-oriented program that targets young adults, ages 18-28, who are caught in a cycle of poverty and need marketable job skills to become productive self-reliant adults. Hope Builders focuses on young people who are unemployed, have low literacy and numeracy skills, been impacted by violence, and/or may be pregnant or parenting. Since 1995, Hope Builders has helped over 5,450 young people to restructure their lives, advance their education and develop marketable job skills. More information is available on our website at www.tsjhopebuilders.org.

TO APPLY: Email resume to Perla Lopez at plopez@tsjhopebuilders.org.