



**POSITION TITLE: Training Supervisor I – Construction Program**

**REPORTS TO: Lead Training Supervisor**

**POSITION SUMMARY:**

The Training Supervisor I is a key staff member with the responsibility of presenting daily instruction of a provided program curriculum. This position works closely with the Lead Training Supervisor to meet established program objectives for development of mastery of core construction skills, improved math proficiency, and demonstrated employability as demonstrated through reliability, responsibility and personal development. As a Training Supervisor I, this individual is responsible for the educational quality of the student trainee's experience, while also playing a role in making sure the program runs smoothly. 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:**

- Provide instruction for various content areas including but not limited to: construction math, safety, carpentry, electrical, plumbing, industrial maintenance, hand tools, power tools, blue prints, solar, commercial framing, dry wall hanging, employment readiness, life skills and other related skills as appropriate
- Serve as the first level supervisor for trainees enrolled in the Construction Training Program; serve as a professional role model to program participants
- Foster an environment of personal responsibility, problem solving, critical thinking, and communication among trainees
- Demonstrate and practice effective classroom management techniques to effectively maximize trainee learning; Maintain assessment plan that emphasizes mastery of content over test scores (Can trainee demonstrate knowledge vs. pass a test)
- Communicate regularly with appropriate staff to effectively maximize trainee success and intern needs.
- Provide all required information for weekly/monthly/quarterly/annual reports and maintain daily attendance records
- Provide coaching and mentoring to trainees and assist them with strategies to help them complete the training
- Perform other duties as assigned

## **EDUCATIONAL REQUIREMENTS**

- Associates 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
- Possession of an appropriate valid California Teaching Credential or appropriate industry work experience to qualify for a Vocational Education Credential preferred

## **SKILL AND EXPERIENCE REQUIREMENTS**

- Minimum of one (1) year of teaching experience in a secondary or post-secondary setting
- Two plus years of experience in the construction industry
- Have a supportive attitude toward learning and be able to create a nurturing 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 youth, an unshakable belief in their potential and a strong commitment to the mission of Taller San Jose Hope Builders
- Bilingual English/Spanish preferred

## **COMPENSATION:**

- Full-time position. Some nights and weekends may be required.
- Salary negotiable depending on experience. Eligibility for annual performance based bonus.
- 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:** Taller San Jose 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 in order 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 can be found on our website at [www.tsjhopebuilders.org](http://www.tsjhopebuilders.org)