

Position Title: Training Supervisor – Construction Program

Reports to: Director of Programs

Position Summary: The Training Supervisor is a key part of the team with responsibility for the daily operation of the construction training program. This individual works closely with the Lead Training Supervisor to ensure instructional materials, training curriculum, and workforce readiness standards reflect the requirements of local employers. The Training Supervisor ensures a high quality learning environment that prepares trainees to excel in the workplace. The Training Supervisor works closely with the case management and career readiness teams to ensure trainees gain the skills required to meet workforce readiness standards through hands-on and classroom activities that advance the personal, employment, and educational goals of program participants. In addition, this individual provides direct instruction in a classroom and lab setting and supports the coordination of training activities.

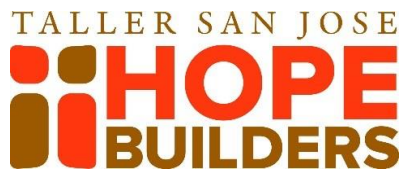
Positions Deliverables:

- # and % of trainees that meet workforce readiness criteria at Training completion
- # and % of trainees that secure and retain employment in a career pathway

KEY RESPONSIBILITIES:

Curriculum & Instruction

- Support the design and implementation of curriculum and daily lesson plans to ensure preparedness for employment with the construction industry; maintain a weekly assessment plan that emphasizes mastery of technical and workforce readiness skill sets; Ensure effective classroom management techniques to effectively maximize trainee learning
- Monitor the maintenance of program facilities, equipment, and instructional materials.
- Serve as the workplace supervisor for trainees; Foster an environment of personal responsibility, problem solving, critical thinking, and communication among trainees through active role modeling
- 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, and other related skills as appropriate; Maintain safety standards to ensure a safe working environment
- Coordinate opportunities for real world educational experiences including the use of technology where appropriate, guest speakers and field trips to enhance professional development
- Collaborate with colleagues across departments; Support Admissions with intake and orientation processes as needed; Work closely with Employment Services to support the successful transition of trainees into employment after training completion; Contribute to the ongoing development of life skills and career readiness curriculum through collaboration with Support Services and Employment Services
- 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

Qualifications:

- Minimum Education Requirements: Associate's Degree in Building and Construction, Construction Management, Blueprint Reading, Carpentry or equivalent field experience
- 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
- Preferred –Valid California Teaching Credential or appropriate industry work experience to qualify for a Vocational Education Credential
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Also able to stand for extended periods. Ability to lift at least 50 pounds individually.

Mental Requirements

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

Essential Values-Based, Leadership and Management Competencies

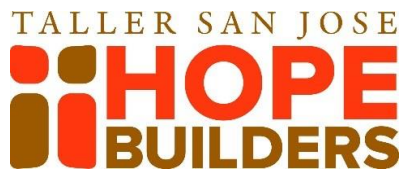
- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders.

Compensation and Benefits

This is a full-time hourly position at 40 hours per week.

Salary range related to experience.

For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan with employer match and 401(a).



Please note: This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

I have received, reviewed and fully understand the job description and am able to perform the essential functions as outlined.

Employee Name

Employee Signature

Date