



Position Title: Training Supervisor, Construction

Reports to: Director of Programs

Position Summary:

The Training Supervisor is responsible for providing construction skills training that builds workforce readiness to young adults enrolled in the program. Responsibilities include in-person and virtual instruction, supervision of hands-on learning, creation and implementation of lesson plans, instructional material preparation, regular assessment of trainee progress to workforce readiness standards, provide regular, timely feedback, and serve as a coach and role model to program participants. In addition to instructional responsibilities, the Training Supervisor collects and inputs data on trainee performance (attendance, observations, performance corrections) on a daily or weekly basis.

The Training Supervisor is part of a service delivery team which includes case management and employment readiness colleagues. Under the direction of the Director of Programs, the construction training program team collaborates to ensure trainees gain the skills required to meet workforce readiness standards and, ultimately, secure and retain a quality job.

Positions Deliverables:

- % of enrollments (program participants) that achieve workforce readiness
- % of graduates that retain employment in a career pathway for 6 months

KEY RESPONSIBILITIES:

Training & Instruction

- Support the creation, implementation, and on-going refinement of training curriculum including daily lesson plans that align to workforce readiness standards and reenforce preparedness for employment with the construction industry; Regularly integrate blended learning strategies into instructional practices
- Provide classroom and hands-on training (in-person and virtual) for all or some of the following content areas: construction math, safety, carpentry, electrical, plumbing, hand tools, power tools, blueprint reading, commercial framing, dry wall, and other related trades as appropriate
- Foster an environment of personal responsibility, problem-solving, critical-thinking, and communication among trainees through active role-modeling
- Maintain safety standards to ensure a safe working environment
- Identify and coordinate opportunities for real world educational experiences through the use of technology, guest speakers and field trips

Program Administration

- Track attendance, post instructional assignments, update Workforce Readiness reports, collect, input and maintain trainee interactions within the Apricot database system, and prepare performance reports/notes as outlined in the standard operating procedures
- Work with Director of Programs to conduct regular program evaluation and recommend appropriate program refinements
- Collaborate with colleagues across departments to ensure position deliverables are met

- Maintain up-to-date inventory record of tools, equipment, and instructional materials and supplies; Order supplies as needed
- Support the maintenance of program facilities and equipment
- Perform other duties as assigned

QUALIFICATIONS:

Desired requirements include, but are not limited to:

- 5+ years of experience in the construction industry, some supervisory experience required
- Associates Degree, journeyman status, or three years of equivalent years of experience in Building and Construction, Construction Management, or related field, preferred
- Experience working in an educational or training environment such as teaching, mentoring, or coaching experience with youth or young adults a plus, can include volunteer experience
- Proficient in using technology as an instructional tool and management reporting tool, including project management and database management programs
- Strong project management skills managing multi-faceted projects resulting in measurable successes and program growth
- Excellent verbal and written communication skills with exceptional attention to details
- Strong organizational skills, dependable, student supportive, and results driven
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- Personal qualities of integrity, credibility, positive attitude, self-direction, and a commitment to and passion for Hope Builders' mission.

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).

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.

HOW TO APPLY: Please send resume and supplemental documents to HR@tsjhopebuilders.org