



**Position Title:** Training Supervisor, Construction

**Reports to:** Director of Programs

**POSITION SUMMARY:** The Training Supervisor provides construction skills training that prepares trainees to start a career in construction. 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:**

- 65% of enrollments (program participants) that achieve workforce readiness
- 68% of trainees complete training
- 49% of graduates retain employment in a career pathway for 6 months (reach Full Impact)
- Maintain Net Promoter score of 80 or above on exit survey

**KEY RESPONSIBILITIES:**

***Training & Instruction***

- Serve as the primary instructor (in-person and virtual) for construction related curriculum, including all or some of the following content areas: construction math, safety, carpentry, masonry, electrical, plumbing, hand tools, power tools, blueprint reading, commercial framing, dry wall, green construction, and other related trades as appropriate
- Support the creation, implementation, and on-going refinement of training curriculum including daily lesson plans that support workforce readiness standards and reinforce preparedness for employment with the construction industry
- Foster an environment of personal responsibility, problem-solving, critical-thinking, and communication among trainees through active role-modeling
- Display passion for teaching and for the construction industry
- Maintain safety standards to ensure a safe working environment
- Identify and coordinate opportunities for real world educational experiences using technology, guest speakers and field trips
- Responsible to train YouthBuild participants, supervise YouthBuild worksites, track YouthBuild activities, and meet all YouthBuild outcomes in accordance with Department of Labor requirements

### **Administrative Duties**

- Track attendance, post instructional assignments, update Workforce Readiness reports, collect, input and maintain trainee interactions within the student 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:

- 4+ years of work experience in the construction industry, some supervisory experience required
- Associate degree or higher a plus but not required
- California General Contractor License preferred
- YouthBuild experience preferred
- Competent and comfortable in using computers and technology in the workplace
- Strong project management skills managing multi-faceted projects
- 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
- Ability to lift at least 40 pounds
- Personal qualities of integrity, credibility, positive attitude, self-direction, humor, and a commitment to and passion for Hope Builders' mission
- Expert safety skills and commitment to fostering safe work environments

### **Compensation and Benefits**

This is a full-time salaried position. Salary range \$68,000-72,000. Negotiable 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.*

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**HOW TO APPLY: Please send resume and supplemental documents to [eguefroudje@tsjhopebuilders.org](mailto:eguefroudje@tsjhopebuilders.org)**