JOB DESCRIPTION: INSTRUCTOR, WORKFORCE TRAINING PROGRAM

Position Title
Instructor, Workforce Training Program

Overview of Position
Rebuilding Together NYC's Workforce Training Program launched in 2015 and has since trained 60-70 participants each year. Starting in 2018, we will double the size of our program and staff to train approximately 120 participants each year. The Workforce Training Program Instructor is integral to this increase in volume and will ensure that more low-income New Yorkers have access to good jobs in the construction industry. The Instructor is responsible for instructing the Workforce Training Program at Rebuilding Together NYC (RT NYC), a nonprofit organization that provides free home repairs and workforce training opportunities for low-income New Yorkers.

The Workforce Training Program (WTP) is a six-week training course that prepares unemployed and underemployed residents for entry-level jobs in the construction industry. The Program consists of classroom and job-site components, and follows the Home Builder's Institute Pre-Apprenticeship Certification Training (HBI PACT) curriculum. Participants learn the fundamentals of construction, including site safety, construction math, tool identification, and employability, and receive a variety of training certificates. Upon successful graduation from the program, participants receive job placement and retention services, including direct entry into registered New York State Apprenticeship Programs. The program is funded by the Governor’s Office of Storm Recovery, New York State Department of Labor, and New York City Housing Authority.

The Workforce Training Program Instructor is responsible for delivering the training curriculum and providing instruction, oversight, and support to participants both in the classroom and on project sites. The Instructor reports to the Workforce Training Program Manager and works closely with the Workforce Training Program Coordinator and Job Placement Coordinator to ensure that participants are supported throughout their training session and successfully referred to employers upon graduation. Deliverables for this position will include participant progress reports, certificates of completion, and job placements among graduates.

Responsibilities
Deliver Workforce Training Program curriculum:

- Provide day-to-day supervision and instruction for program participants
- Instruct participants in the construction trades using HBI PACT curriculum
- Develop supporting materials as needed
- Oversee participants on home repair project sites
- Maintain strong teacher-student relationships with participants
- Assist participants who encounter barriers to participation and learning
• Develop strategies for achieving high graduation and certification rates
• Work with the Job Placement Coordinator to achieve high job placement rates
• Coordinate on-site training activities under supervision of Workforce Training Program Manager
• Provide clear workplace supervision at all times to participants, coaching for workplace success, job retention, and upward mobility
• Maintain a safe and clean work site
• Supervise distribution and inventory of tools, equipment, and curriculum material
• Conduct on-site orientation including: site/tool/neighborhood safety and project work scope
• Perform related duties as assigned by the Workforce Training Program Manager
• Manage deliverables/deadlines as assigned
• Record and report progress and completion on a regular basis

Job Requirements

• Commitment to the economic stability of low-income New Yorkers and increased access to good jobs in the construction industry
• Previous experience instructing groups in construction
• Excellent written and verbal communication skills
• Ability to communicate with diverse groups of individuals including government funders, trades groups, staff, and program participants
• Comfortable with public speaking, leading groups of participants on project sites, and working in a team environment
• Experience using Microsoft Office software and Salesforce or similar data management system
• Report writing skills and attention to detail
• Excellent interpersonal skills, positive service ethic, motivated team member, and task-oriented leader
• Must be able to represent Rebuilding Together NYC in a professional manner
• Travel is required within the five boroughs of New York City using the organization’s vehicle; must have a valid driver’s license

Rebuilding Together NYC is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected characteristic as established by federal, state, or local law.

Persons of low and moderate income are encouraged to apply.

To apply, please send a resume and cover letter with salary requirement with WTP Instructor in the subject line to: jobs@rebuildingtogethernyc.org.

Persons requiring reasonable accommodation to participate in this employment opportunity may contact Ms. Kayleigh Marshall at (718) 488-8840 x12.