



Fathers & Families Center
BUILDING A NOBLE LEGACY

JOB DESCRIPTION: CONSTRUCTION INSTRUCTOR

REPORTS TO: Construction Training Center Manager.

PURPOSE: The Construction Instructor is responsible for teaching hands-on construction and union readiness skills to prepare clients for careers in the building trades utilizing the National Center for Construction Education and Research (NCCER) curriculum and certification program. The goal of the program is to take men who have little to no construction background to apprenticeship and/or workplace readiness in 3 weeks. Classes are offered monthly, Monday through Friday, from 9:00am – 3:00pm.

ESSENTIAL JOB FUNCTIONS:

- Coordinate and teach twelve cohorts per year (with about 20-25 individuals per cohort) hands-on construction and union readiness skills for the building trades, ensuring NCCER Curriculum and certification requirements are met or exceeded.
- Administers written and practical exams; writes performance reports to evaluate trainees' performance as required by certifying agencies.
- Collaborates with Training Center Manager to develop class and testing schedules.
- Advises students in career and program matters.
- Provides timely, quality access to students through electronic communication, or other appropriate method.
- Assists students with advising), class, and job placement.
- Assists with maintaining the learning workshop and Construction Training Center; maintaining all tools and equipment and ensuring tool and equipment safety and security.

KNOWLEDGE AND SKILLS:

- Has construction building experience and a working knowledge and expertise of basic tools.
- Strong interpersonal skills and aptitude to work with people at many different levels.
- Ability to perform required computerized tasks to include any combination of word processing, e-mail, internet, or web-based applications.
- Excellent and effective oral and written communication skills.
- Ability to maintain confidentiality of work-related information and materials.
- Has a passion for working one-on-one with adults who need additional support to be successful in their careers.
- Is highly skilled at classroom/workshop management.

EDUCATION:

- Associate degree and three years of experience in construction industry and blueprint reading.
 - Instructor must currently have or be able to obtain within three months any instructor certifications as required.
-

FATHERS AND FAMILIES CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

Fathers and Families Center is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status.