

LEAD INSTRUCTOR
APPRENTICESHIP READINESS PROGRAM
JOB DESCRIPTION



JOB TITLE: LEAD INSTRUCTOR - APPRENTICESHIP READINESS PROGRAM
CLASSIFICATION: **IN-PERSON**, AT-WILL, FULL-TIME, NON-EXEMPT
HOURS: VARY DEPENDING ON PROGRAM NEEDS
COMPENSATION: \$35 HOUR

SUMMARY

Women In Non Traditional Employment Roles (WINTER) is a nonprofit organization with a goal to train, educate and prepare women for transformative careers in the construction industry. WINTER is seeking a professional instructor with a passion for training/preparing the next generation of tradeswomen to work at its Commerce training facility. The person in this role plays a crucial role in implementing the Multi-Craft Core Curriculum (MC3) aimed at preparing women for union careers in the building and construction trades. This individual will facilitate learning through a structured curriculum and hands-on activities, ensuring participants gain essential skills and certifications.

RESPONSIBILITIES

- Adhere to safety regulations, ensuring a safe learning environment for all participants.
- Mentor and train participants, share knowledge and experiences to help develop the skills necessary to succeed as tradeswomen.
- Maintain tools and equipment in good working condition.
- Monitor supplies and ensure that necessary materials are available for training.
- Assist with the coordination of in-house supportive services to ensure participants' success.
- Assist participants understand basic concepts in construction trades.
- Assist with the instruction of safety practices for hand and power tools.
- Plan and oversee the delivery/co-facilitation of pre-selection bootcamp.
- Accurately assess, monitor, and document participants' progress.
- Enforce all safety policies and procedures.
- As needed, assist with the planning of activities and special events for participants.
- As needed, represent WINTER at public events.
- Other duties as assigned.

REQUIREMENTS

- Maintain a safe and professional learning environment.
- Maintain respectful, effective and collaborative working relations with co-facilitator(s).
- Ability to effectively work, teach and lead women of diverse backgrounds and abilities.

To train, educate, and prepare women for transformative careers in the construction industry.

- Ability to effectively work in a fast-paced environment, while maintaining high standards for health and safety.
- Excellent communication skills (verbal, written, and oral).
- Working knowledge of construction & building trades employment training and development.
- Ability to lift, push, pull, climb, stoop, kneel, and crouch.
- Ability to demonstrate and teach building and construction techniques.
- Ability to safely and effectively operate a variety of machines and equipment appropriate for assigned instruction areas.
- Ability to understand and interpret laws and regulations.
- Ability to establish appropriate learning goals and objectives as well as effective lesson plans.
- Basic knowledge of adult learning styles.
- Ability to work early, weekends and evening hours.
- As required, attend professional development conferences, trainings, and workshops.

QUALIFICATIONS

- Completion of a registered apprenticeship (Journey-level)
- Basic computer skills (MS Office software)
- Valid driver's license
- Ability to work in the United States

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; hearing and speaking to exchange information and make presentations, dexterity of hands and fingers, seeing to conduct inspections.

HOW TO APPLY

Individuals interested in this position should submit a **Cover Letter & Resume** to lanegles@winterwomen.com. No phone calls, please