

Jane Addams Resource Corporation
JOB DESCRIPTION

Job Title: Senior Metalworking Skills Instructor

Program(s): Careers in Manufacturing Programs and Business and Workforce Services

Reports To: Director of Manufacturing Operations

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development services to businesses to improve their competitiveness.

JARC's job training and worker training programs target strategic skills gaps in advanced and metal fabricating, such as CNC machinist and welder.

- The *Careers in Manufacturing Programs* provide job training and employment services to a variety of unemployed adult populations – dislocated workers, job seekers with barriers to employment, etc. Component programs include: CNC Machinist, Welder, Press Brake and Manufacturing Bridge.
- *Business and Workforce Services* designs and executes customized incumbent worker training programs on the firm side, incorporating the employer's manufacturing processes, technologies and business issues.

Essential Functions:

Careers in Manufacturing Programs

- Teach the following subjects to unemployed adults and dislocated workers:
 - MIG, TIG and Stick Welding
 - Shop Math
 - Print reading
 - Metrology and Precision Measuring instruments
 - Machine shop safety
 - Manual machining operations (lathe, mill, drill press)
- Operate programs on an open entry/open exit format; simulate real world work environment for trainees
- Utilize a competency based learning strategy and track up to 15 trainees individual progress
- Develop leadership skills amongst trainees
- Prepare trainees for American Welding Society credentials
- Coordinate with program staff on trainee technical skills and work readiness
- Maintain a safe working environment
- Meet with employer partners to ensure curriculum aligns with industry needs
- Evaluate trainees to ensure work readiness and coordinate with Employment Services team to create remediation plans if necessary
- Provide additional support as needed

Business and Workforce Services

- Teach manufacturing skills classes for employer partners including Welding, OSHA, Forklift, and Metalworking Skills 1 (shop math, print reading and metrology)
- Meet with employer partners to develop curriculum for incumbent worker training
- Track attendance and student outcomes
- Provide additional support as needed

Qualifications:

- Minimum of 5 years of manufacturing experience as a Welder
- Must have knowledge of manual machining, MIG, TIG and Stick welding
- Must be fluent in shop math, print reading and metrology
- Teaching experience preferred, particularly competency based learning and use of industry skill standards and certifications
- Must be a team player, work with employer partners and other training organizations
- Industry certifications (i.e. AWS) are preferred
- Bilingual English/Spanish a plus

Terms/Conditions:

- Full Time, 35 hours per week
- Days, some evening and weekend hours may be required
- FLSA Non-Exempt / Union (UAW-NOLSW 2320)
- Criminal Background, FBI and other pre-employment verification required
- Must be able to travel to manufacturing companies throughout the Chicago metropolitan area

Compensation:

- \$28.85 per hour
- Competitive benefits package

To Apply:

Submit cover letter and resume to hr@jane-addams.org. No phone calls please.

Please include the position title Senior Metalworking Skills Instructor within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.

Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/Veteran/Disabled

