



JANE  
ADDAMS  
RESOURCE  
CORPORATION

## Jane Addams Resource Corporation JOB DESCRIPTION

**Job Title: Senior Manufacturing 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) helps low income workers, job seekers and community residents attain financial self-sufficiency through skills training and bundled support services.

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

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

The Senior Manufacturing Skills Instructor will be assigned to work in both families of training of training programs, teaching **Manufacturing Bridge** classes (including Math, Print Reading and Metrology) inside the CMP job training programs as well as customized worker training classes on the firm side.

Essential Functions:

### *Careers in Manufacturing Programs*

- Main technical instructor in the Manufacturing Program
- Teach the following subjects to unemployed adults:
  - Shop Math (Fractions, Decimals, Shop Formulas, Applied Math)
  - Intermediate ABE-Level Math topics, as assigned
  - Print reading
  - Metrology and Precision Measuring Instruments
  - Other Manufacturing topics, as assigned
- Use a curriculum and training materials that are manufacturing-centered

- Follow JARC Curriculum Guide and Workbooks
- Develop and use instructional materials that align with Curriculum Guide
- Administer Tests, Evaluate Results
  - Pre- and Post- Tests to evaluate progress and qualify Bridge trainees for advance training programs (CNC, Welding, Press Brake)
  - Standardized tests (TABE or CASAS) required by funders
- Monitor and report on all facets of trainees' performance and progress, including attendance, assignments, quizzes and test scores
- Operate programs on an open entry/open exit format
- Team responsibilities related to operation of manufacturing training center, as assigned
- Additional duties as assigned

### Business and Workforce Services

- With BWS team, helps to design and customized worker training classes on the firm-side
- Teach Metalworking Skills 1 (shop math, print reading and metrology)
- Teach hands-on classes as qualified and assigned in areas, such as:
  - Computer Numerical Control (CNC) – Program, S/U and Operate
  - Welding – GMAW, TMAW, SMAW
  - Punch Press – S/U and Operate
  - OSHA Topics, Including OSHA 10 Hour, Forklift Certification
  - Lean Topics, Including 5S
- Monitor and report on all facets of trainees' performance and progress, including attendance, assignments, quizzes and test scores
- Additional duties as assigned

### **Qualifications:**

- Required: minimum of 5 years of manufacturing experience and demonstrated proficiency in a relevant skills area such as, CNC Machinist, Welder, Press S/U-Operator, or Logistics.
- Required: demonstrates proficiency in shop math, print reading and metrology for manufacturing and metal fabricating.
- Required: Must be a team player, work with employer partners and other training organizations.
- Required: Must be a life-long learner, interested in cross-training and acquiring new skills, methods and work habits.
- Preferred: Teaching experience. Knowledge of competency-based instruction and industry credentials a plus.
- 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)
- Employment verification and Criminal Background checks to verify work history and no job related convictions.

- Must be able to travel to manufacturing companies throughout the Chicago metropolitan area

**Compensation:**

- \$28.85 per hour
- Competitive benefits package, including Healthcare, PTO, and 403.B

**To Apply:**

**Submit cover letter and resume to [hr@jane-addams.org](mailto: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/LGBTQ/Veteran/Returning Citizen/ Disabled  
\*All Are Encouraged to Apply\**