

Jane Addams Resource Corporation
JOB DESCRIPTION

Job Title: Welding Instructor/Metalworking Skills Instructor

Department: Training Program(s): Careers in Manufacturing Programs (CNC Fast Track, Welding Fast Track, Women in Manufacturing, Manufacturing Bridge)

Reports To: Director of Manufacturing Operations JARC

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 helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's job training programs target strategic skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. As a Financial Opportunity Center (FOC), JARC provides bundled financial support services, such as income supports, financial coaching and employment services.

Careers in Manufacturing Programs

The Careers in Manufacturing Program helps job seekers attain the skills needed to get a job in the manufacturing industry. It provides coursework and hands-on instruction in CNC Machining and Welding. This position will be responsible for instruction in the welding program.

Welding Fast Track

The Welding Fast Track provides instructions for students to learn vocational and life skills to prepare them for entry – level positions in the metal fabrication industry.

Essential Functions:

- Teaches workplace readiness and implements skills training curriculum and assessment tools
- Provides applied competency based training in MIG, TIG, and Stick welding in a simulated workplace environment
- Teach Metalworking Skills 1 classes (math, print reading, and metrology)
- Earn appropriate American Welding Society (AWS) industry credentials
- Collaborate with Coordinators and Directors for programs to function on an Open Enrollment/ Open Exit Format
- Meet with employer partners to ensure curriculum aligns with industry needs
- Track & Report trainee performance issues to Program Coordinator(s) and Directors; collaborate with the team to implement remediation plans utilizing dashboard and skills assessment tools
- Provide additional support to the Director of Manufacturing Operations as needed.

Team Functions:

- Assist in preparation of program updates and program reporting
- Market JARC programs through contacts with other agencies, advertisements, and informational events

- Contribute to the agency's continuous quality improvement efforts
- Collaborate with all JARC departments including Business and Workforce Services
- Contribute to JARC's warm, welcoming and collaborative environment
- Champion JARC's 5-S Approach in Welding classroom and shop floor areas within the training center

Qualifications:

- At least 2 years background in manufacturing
- Experience with MIG, TIG, Stick Welding required
- AWS D1.3 credentials preferred
- Supervisory or Teaching experience preferred
- Excellent interpersonal, organizational, verbal, and written communication skills
- 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

Compensation

- \$ 23.37 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 Welding 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