



Instructor, Trades Training Program (Raleigh)

Hope Renovations is an innovative nonprofit with a dual purpose. We empower underemployed women and gender expansive individuals to seek living-wage jobs in the trades while carrying out repairs and renovations in the homes of older adults who are aging in place.

Position Overview

We are looking for a skilled tradesperson and trainer to provide instruction at the Raleigh location of our Trades Training Program. The Instructor must have a strong grasp of the concepts and technical skills of safety, construction math, construction drawings, hand and power tools, materials, building sciences, framing and finishing carpentry, drywall, tiling, plumbing, and electrical. The Instructor must be an engaging and patient instructor for beginners and adult learners of diverse backgrounds.

The Instructor will have both internal and external facing responsibilities focused on teaching Hope Renovations' Trades Training Program curriculum, including NCCER Core and Hope's supplemental Trades Experience curriculum, and providing job site instruction and supervision during On-the-Job Learning (OJL) conducting aging-in-place repairs and renovations.

The Instructor will report to the Vice President of Workforce Development, and work closely with the Director of Curriculum and Learning, the Sr. Trainee Success Specialist (Raleigh), and the Program Coordinator.

Responsibilities:

Instruction

- Teach Hope Renovations' curriculum in an engaging and clear manner.
- Recognize and support various learning styles.
- Oversee requirements for trainees to receive NCCER and OSHA-10 certifications.
- Evaluate trainee performance and provide weekly reports to trainees via establish reporting guidelines.
- Develop and manage cohort schedule to achieve completion of certification and adequate hands-on practice to acquire basic skills.
- Purchase materials and tools as needed, staying within budget.
- Track trainee attendance.
- Abide by Trainee Handbook policies.

On-the-Job Learning Site Supervisor

- Review the OJL calendar and prepare themselves and trainees for upcoming projects.

- Prepare trainees with realistic expectations for OJL including anticipated learning objectives, site and weather challenges etc.
- Oversee morning and afternoon trainee tasks and help keep track of time.
- Inspect vehicles, trailers, and equipment before use each morning and at the end of the day, and report needed repairs.
- Review the OJL calendar, prepare for upcoming projects, and seek clarification from the Project Manager as needed.
- Assist in keeping the warehouse storage facility organized and clean.
- Purchase materials, as needed.

Trainee Support

- Address trainee issues with attendance, curriculum completion, or behavior directly with the trainee in a timely manner. Utilize the accountability procedure appropriately, when necessary. Document and communicate these conversations with team members in a timely manner per current procedures.
- Work with Trainee Success Specialist to identify trainees who are struggling or need extra support inside or outside the classroom.

Curriculum Development

- Document additional resources brought into the classroom so that new materials can be shared among instructors.
- Provide feedback to improve curriculum.
- Stay up to date on industry trends and best practices.

Asset Management

- Oversee maintenance and inventory of classroom tools, equipment, PPE, and supplies.
- Work with Program Coordinator to purchase classroom items as needed, staying within program budget.
- Make recommendations for replacing or improving classroom equipment, as needed.

Training Team Member

- Identify areas where the Training Program can innovate and improve, and bring ideas and solutions to the team's attention.

Preferred Qualifications

- Minimum of journey level or technician level in their area of expertise AND a minimum of one (1) year of relevant teaching/instruction experience, OR a minimum of three (3) years' experience as a certified teacher in a vocational/technical construction-related or maintenance-related training program
- Possess an NCCER Craft Instructor certification, or be willing to complete NCCER Craft Instructor Certification Training Program (ICTP) and NCCER Performance Evaluator Training

- Experience working with diverse populations, especially related to gender diversity and barriers to employment
- Excellent oral and written communication skills. Strong interpersonal and communication skills with diverse populations
- Experience working in a fast-paced environment with self-directed work
- Knowledge of course delivery processes, adult learning principles, and assessing learning outcomes
- Track record of assessing and improving existing processes and implementing new strategies or procedures
- Ability to handle moderate physical activity that may include lifting, pushing, pulling of classroom furniture, materials, and equipment up to 50 pounds
- Strong computer and technology skills, including familiarity with Microsoft Office products, G Suite products, learning management systems (we use Canvas), project management software (we use Asana), Zoom, and AV equipment

Position status: Full-time, 32 hours/week

Schedule: Monday-Thursday 8:00am - 5:00pm

Locations:

- Classroom Instruction: Wake Tech Beltline Education Center, 3200 Bush St, Raleigh
- On-the-Job Learning: job sites in the Triangle
- Office: Chapel Hill/Carrboro (occasional in-person meetings)

Compensation: \$55,000-65,000 annually, depending on experience

Benefits: Health, dental, vision, life insurance, short/long-term disability, 401k, and generous PTO

How to apply: Please send a cover letter and resume in an email with the subject line "Instructor Application" to info@hoperenovations.org.