

Job Description

CDSA YouthBuild Construction Trainer

September 1, 2009

Education/Experience: Experience working with youth required. Bachelor's degree in education or related field preferred.

Physical Requirements: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently to move objects, heavy tools and parts. Physical elements include stooping, kneeling, reaching. Engage in normal sitting, standing and walking throughout the day. Must be able to drive a car or ride in a car to travel for training. Vision and hearing as are sufficient to carry out tasks and engage in normal conversation. Perform under stress when confronted with emergency, critical, unusual, or dangerous situations.

Necessary Requirements: Must communicate effectively with students, co-workers and members of the public in writing, in person, using computer applications and on the telephone. Must have reliable transportation. Must have a strong commitment to helping young people succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community.

General Description: The CDSA YouthBuild Academic Trainer is under the direct supervision of the CDSA YouthBuild Program Coordinator and is responsible for assisting in the delivery of construction training to YouthBuild participants. The YouthBuild Construction Trainer will assist the Construction Manager in the delivery of direct services to students (individually, in small groups and in large groups) that will lead to the attainment basic construction skills and job readiness.

TASKS

- Teach carpentry skills with special emphasis on construction site safety and clean up.
- Teach the proper use, handling and maintenance of all hand tools, power tools and equipment.
- Be responsible for overall safety enforcement.
- Oversee the monitoring of students' time on construction site.
- Assist in personal and vocation counseling and development of trainees' leadership skills in conjunction with other YouthBuild staff.
- Oversee the evaluation of student knowledge and skills in construction
- Assess personal needs of YouthBuild participants and help get resources to meet their needs.
- Meet with trainees at regular intervals to assess their job and career goals, or immediate work needs.
- Conduct outreach to business and industry groups for potential post training placement of YouthBuild participants to connect trainees with viable job opportunities.
- In the absence of the construction manager, the construction trainer will be responsible for the construction site, maintain production safety and interface with subcontractors and inspectors.
- Attend all meetings and trainings as assigned.
- Participate in special projects such as leadership development activities, community service projects, life skills training and others.
- Assist in community outreach, recruitment and follow-up activities.
- Provide career assessments, career counseling, labor market research, case management, job placement assistance and program follow-up services to eligible YouthBuild participants as needed.
- Document and maintain participant files in compliance with program procedures.
- Understand and adhere to Federal, State and Local requirements and Agency policies.
- Prepare clear and concise oral and written reports.
- Accept other tasks as assigned by the program coordinator.