



Garfield Jubilee Association, Inc.
5325 Penn Ave., Pittsburgh, PA 15224
412-665-5200

JOB DESCRIPTION

Position: Construction Trainer

Reports To: Construction Manager

The primary responsibility of the Construction Trainer is to provide classroom instruction and on-site training in the GJA YouthBuild Construction Program. The training site provides actual hands-on experience through renovation and building affordable homes for low-income families. The Construction trainer is also responsible for teaching the NCCER Core and the HBI-H-PACT curriculum to the participants.

Position Description:

Garfield Jubilee Association, Inc. (GJA) construction training program is designed to ensure that youth and adults obtain quality classroom and on-site instruction that will lead to DOL Industry Recognized Certifications in NCCER and H-PACT, entry into post-secondary education, and/or employment and apprenticeship opportunities. The GJA construction training program may include the following programs: YouthBuild, WIOA, Section 3, and other new initiatives.

Duties:

- Provide quality instruction remotely or in person utilizing curriculum, Core NCCER and the Home Builders Institute PACT curriculum. Compile and submit documentation for participants to obtain certifications of all training conducted specific to the subject matter.
- Provide hands-on training for repair, renovation, or new construction projects. Develop work plans and schedules for the projects and provide daily individual and group activities to YouthBuild participants.
- Attend staff meetings to review operations of the construction training components and to ensure all objectives are being met.
- Communicate daily with other program staff to provide feedback and guidance to ensure the best course of action to resolve matters regarding students' behavior, training and job readiness.
- Submit monthly reports of participants' progress.
- Responsible for ensuring work-site safety by recognizing and removing hazards, teaching proper safety procedures & construction techniques.
- Work with private contractors or developers who are interested in collaborative partnerships with GJA for training opportunities on work sites and job placement.
- Work with unions to place YouthBuild participants and other trainees in apprenticeship programs after completion of the GJA Pre-apprenticeship program.
- Work with the GJA Job Developer to identify employment and post-secondary opportunities for participants.
- Assist with the coordination of subcontractors who may work at GJA Projects
- Assess potential renovation or construction sites.
- Assist with building material purchases, delivery and secure storage.

- Complete job and class instruction reports: daily progress, accident, tool checklist, trainee attendance timesheets, etc.
- Ensure participants enrolled in the current program receive monthly construction feedback to ensure that they are progressing in their skill development and are meeting the goals of their Individual Development Plans.
- Perform all duties as deemed necessary to ensure program objectives and performance outcomes are achieved.
- This is a full-time position that requires setting a strong example for the YouthBuild participants of the work habits necessary for a successful career in the construction or any other industry: reliability, punctuality, consistent work ethic and attention to details.

Required Skills & Experience:

- Minimum of 5 years professional experience in one of the construction trades.
- A respect for the ideals and intelligence of young adults, an understanding of their challenges, and a strong commitment to helping young people succeed professionally, reorient their lives, develop leadership skills, and help make a difference in their lives and in communities.
- Ability to work as part of a team.
- If not previously certified, the ability and willingness to participate in required Training programs to become a certified instructor for the NCCER Core curriculum, Home Builder Institute PACT curriculum and instructor training to become certified to teach the OSHA 10 Hour Construction Safety course.
- Must be computer-literate in use of web browsers, word processing, spreadsheet, and other computer applications.
- Strong communication and organizational skills
- Valid Driver’s License
- Must be able to pass a Criminal Background check and receive an Act 33/34 Clearance

Preferred Skills & Experience:

- Experience working and teaching construction training to high-risk youth or similar groups.
- Certifications to teach OSHA 10 Hour Construction Safety course, NCCER Craft Instructor Certification or Home Builders Institute PACT Instructor Certification
- Ability to work in an enthusiastic and encouraging way with young adults, subordinates, vendors, and volunteers.

Salary is commensurate with skills and qualifications.

Mail Resume to: 5325 Penn Ave., Pittsburgh, PA 15224 Attention: Jim Copeland

OR Email to: j.copeland@garfieldjubilee.org

Or Email to: Marcia Crews, Executive Asst – marciacrews4@gmail.com