

Position: **Hands-On Training Instructor**

Description

The Hands-On Training Instructor is a contractual position responsible for providing/facilitating career exploration, hands-on experience and related skills instruction for women participating in WIST pre-apprenticeship classes in Northeast Illinois. The majority of hands-on experience will be provided through hands-on workshops sponsored by apprenticeship programs and taught by tradeswomen recruited either by CWIT or the apprenticeship program. The instructor is responsible for organizing and supervising the workshop/class and ensuring that related skills such as measuring, blue print reading, and tool recognition are incorporated into the lessons. Specific responsibilities may vary, but will generally consist of the following:

1. Assist the Program Director or other CWIT staff in setting up field trips to apprenticeship programs and other training facilities
2. Assist the Program Director or other CWIT staff in recruiting volunteer tradeswomen as needed to provide instruction.
3. Determine materials/supplies needed for workshops and assume responsibility for gathering, bringing, dispensing, collecting and returning tools and other materials.
4. Take attendance and send to CWIT
5. Facilitate presentations and group discussions
6. Organize and supervise workshop schedule – keeping groups on schedule, making sure everybody participates, and preparing for additional stations such as blue print reading.
7. Distribute CWIT complementary materials – tool identification and other related information.
8. Work with apprenticeship programs and tradeswomen and provide guidance as needed to ensure that students receive quality hands-on experience
9. Orient, assign and assist tradeswomen volunteers
10. Ensure students are properly dressed and wear safety equipment prior to participation in the workshop.
11. Enforce student conduct policy.
12. Lead instruction of career exploration and tool recognition curriculum, including “We’ll Call You if We Need You”
13. Assume responsibility for mechanical reasoning, blue print reading, and spatial visualization curriculum as needed to support classroom instruction.
14. Conduct trip evaluations and send thank you cards from students to field trip providers and volunteers.

Qualifications

- Journey-level or equivalent experience preferred.
- Two years teaching or supervising experience.
- Broad knowledge of construction industry.
- Must have a reliable vehicle and willingness to travel.
- Must have the ability to transport tools and equipment.
- Must be available Saturdays from 7:00 to 3:00 and some evenings while class is in session.



This product was funded by a grant awarded under the President's High Growth Job Training Initiative as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.

www.CHICAGOWOMENINTRADES.org