



YOUTHBUILD ELGIN CONSTRUCTION TRAINER

TITLE: YouthBuild Elgin Construction Trainer

LOCATION: Elgin, Illinois

REPORTS TO: YouthBuild Program Director

DATES: Two-year program beginning November 2023

EMPLOYMENT TERMS: Part-Time/28 hours per week/\$25-28 per hour

PROGRAM SUMMARY:

YouthBuild is a three-year workforce development program funded by the Department of Labor that provides employment, education, leadership development, and training opportunities to disadvantaged and low-income youth between the ages of 16 and 24, most of whom dropped out of high school. The overarching goal of this program is to provide disadvantaged and low-income youth with the opportunity to obtain a high school diploma and construction certifications online, develop employment hard and soft skills and secure local in-demand jobs thus achieving economic self-sufficiency.

PURPOSE

- To ensure youth participants are prepared for and pass all modules of the National Center for Construction Education and Research (NCCER) construction trades curriculum.
- To teach and oversee young adults in the performance of tasks related to rehabilitation and/or construction of affordable housing and other civic service projects.
- To provide supportive guidance and encourage the development of academic, life management, and personal growth skills.

RESPONSIBILITIES:

1. Teach the national construction certification curriculum to youth participants using prescribed materials.
2. Administer module tests, track and report youth participant results, providing remedial help as needed.
3. Teach youth participants construction skills in demolition, rough framing, roofing, drywall, and finish carpentry.
4. Ensure worksite safety, modeling and reinforcing proper constructions techniques and all trained safety procedures including proper use of hand tools, power tools, and equipment.
5. Support the academic and leadership goals of the program by incorporating both into building site activities.
6. Initiate and schedule OSHA, first aid, and CPR training for all youth participants.
7. Coordinate with partner project manager to develop a detailed construction plan and schedule, material needs, and other information as required.
8. Assist partner(s) in determination of labor and resource requirements for projects as needed.
9. Set worksite behavioral standards and model appropriate behavior and methods of addressing problems at the construction site.
10. Lead and supervise youth participants in community service projects as requested.
11. Keep YouthBuild Program Director informed of construction progress and challenges.
12. Provide observations of youth participant's strengths and weaknesses and input on individualized plans for improvement.
13. Coordinate with other staff members to consistently enforce program policies and solve program logistical issues.



14. Assist in youth participant follow-up activities including portfolio development, job placement, post-secondary education exploration and on-going vocational training and internship/apprenticeship opportunities.
15. Participate as part of the site team in program planning, to include Mental Toughness and follow up activities.
16. Keep construction certification report up to date, provide required certifications statistics to Job Developer on a quarterly basis, and apply for youth participant certifications upon completion of the curriculum.
17. Complete daily activity log and construction report section of weekly report form in a timely manner.
18. Maintain inventory of all tools and equipment used on the job daily.
19. Attend additional meetings and training courses as required.
20. Participate in special projects as required.
21. All other duties as assigned.

PROGRAM HOURS:

The hours are generally 8:30 am to 3:30 pm, Monday through Friday.

QUALIFICATIONS:

- Minimum of three years professional journey level construction experience working with all elements of housing construction required.
- Knowledge of methods and skills in the use of carpentry equipment, materials, and tools, and common hazards and necessary safety precautions required.
- Skilled at reading and interpreting instructions, diagrams, sketches, and blueprints.
- Proven ability to present and provide instruction in areas related to remodeling and new construction.
- Ability to relate to, lead, and instruct populations of young adults ages 16 - 24 who have become disconnected from traditional education and career preparation.
- Passion for working with young people of diverse cultural, socioeconomic, and educational backgrounds to reorient their lives, develop leadership skills, and make a difference in their community.
- Excellent verbal, written and computer skills.
- Ability to pass both a Motor Vehicle Record and school fingerprint background check.
- Ability to perform all required tasks associated with manual labor to include heavy lifting, stooping, bending, and climbing ladders.
- OSHA or MIOSHA certified with first aid and CPR training desired.
- NCCER certified preferred, or ability to obtain certification in the first 90 days of hire.

The Housing Authority of Elgin (HAE) provides rental subsidies to low- and moderate-income families throughout Kane County. Recently, HAE has been awarded a YouthBuild grant opportunity by the United States Department of Labor to provide educational and occupational skill sets to disadvantaged area youth between the ages of 16-24. HAE seeks to secure the employment of a Construction Trainer as a contracted position to assist with the required housing occupational training under the funding opportunity. This position is required to be procured in accordance with organizational and federal policies and regulations. Candidate(s) will be selected based on meeting the given qualifications. Further training in NCCR or other federally recognized certifications may be provided. Ideal candidates will possess requisite certification(s) at the time of hire. All interested parties should contact Patricia Williams, YouthBuild Program Director, by email at pwilliams@ybelgin.org for more information.