



YOUTHBUILD PROGRAM INSTRUCTOR

Construction Trainer

Job Description

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual*
- **Work Hours:** *20 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(1)-St. Thomas/St. John District*

Purpose

To teach young adults the skills necessary to perform rehabilitation or construction work utilizing carpentry skills on a house or an apartment and to provide guidance and encourage the development of their leadership skills.

Responsibilities

1. Assist in teaching of construction skills including demolition, rough framing, roofing drywall, finish carpentry, sheet metal, electrical, plumbing, and painting as well as masonry.
2. Teach young people the practical skills required to build kitchen cabinets.
3. Assist in personal and vocational counseling and development of trainee's leadership skills in conjunction with other YouthBuild staff.
4. Assist in the evaluation of student knowledge and skills in construction. Participate in the development of project—based curriculum that includes construction..
5. In the absence of the construction manager, the construction trainer will be responsible for the construction site, maintain production safety, and interface with foremen, sub-constructors and inspectors.
6. Teach proper use and handling of all hand tools, power tools and equipment.
7. Assist Construction Manager with overall safety enforcement.
8. Inform supervisor about material needs for construction training and job site. Also facilitate receiving quotes from vendors for materials and equipment.
9. Complete job reports-daily, accident tool checklist, job attendance, change order and back charge documentation—and submit to YouthBuild Construction Manager/Trainer.
10. Prepares and submits 100% of student evaluation forms (bi-weekly and monthly). Provide weekly reports on the progress of participants.
11. Enforce YouthBuild attendance policies and procedures thru submittal of attendance sheets weekly as well as document and submit student infractions immediately. Conducts any and all activities necessary to encourage student retention.
12. Assist with the monitoring of students' time on the construction site.
13. Keep track of all tools and equipment used on the job on a daily basis.



14. Help teach vocational education.
15. Develops and submits 100% learning documentation and progress forms (lesson plans, student portfolios homework or testing results and other learning documentation) for 100% of students' assigned in accordance with directed timeline requirements.
16. Market the program to potential trainees, make public presentations through various media sources and develop presentations in conjunction with the YouthBuild Program Administrator about the program.
17. Oversee the evaluation of student knowledge and skills in construction.
18. Participate in community service projects.
19. Attend case management meetings as required.
20. Attend staff meetings and/or trainings (on-island or off-island).
21. Other related duties as assigned to assure programmatic operation and goals are met.

Qualifications

1. Five (5) years experience in construction field to include knowledge of construction safety protocols and carpentry.
2. Knowledge of OSHA regulations.
3. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
4. Three years experience in supervising and training staff.
5. Experience or interest in training young people in the building trades and a strong commitment to helping young people succeed in an innovative training program to reorient their lives and promote leadership skills.
6. A respect for the ideas and intelligence of young adults.
7. Strong interpersonal skills, including the ability to team teach and work as part of a team.

How to Apply

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

**Marilyn Miller
Procurement Manager
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801**

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.