**Job Announcement: Instructor**

**Start Date:** IMMEDIATE

**Position Description:** Non-Exempt, Not Represented

**Pay Range:** $15-$30 Commensurate with experience

**Hours:** Part time, up to 29 hours/week. Hours vary.

**Position Supervisor:** Position will operate under the direction of Construction Coordinator

WRTP/BIG STEP is seeking qualified candidates to provide classroom and hands on instruction for Construction programs.

**About Us:** WRTP/BIG STEP is an ***Industry Led, Worker Centered and Community Focused*** nonprofit dedicated to family supporting jobs in the Milwaukee area. We work with labor leaders and employers in manufacturing and construction to keep businesses competitive, preserve family supporting jobs, connect job seekers to those good jobs , help workers build skills to advance in their careers , and improve business productivity.

**Position Summary:**  The WRTP/BIG-STEP Program was established to acquaint individuals with employment and career opportunities in the construction industry. WRTP/BIG STEP is the major assistance program to helping individuals gain knowledge, skills, and aptitude needed to begin and grow a career in the construction industry and is seeking qualified candidates to provide classroom and hands-on instruction for a number of different short-term training and apprenticeship preparation classes and activities. Instructors will assist WRTP/BIG STEP staff, as needed, in the development of best practices in preparing individuals for employment opportunities and apprenticeship opportunities.

**Essential Duties and Responsibilities:**

* Prepares adults for career development programs in construction apprenticeships and career pathways
* Instructors are responsible for being comfortable using a variety of teaching methods including hands on, online, and classroom training modules
* Instructors must have the ability to multitask, work independently, and maintain a level of professionalism at all times.
* Instructional hours may be scheduled in the morning, afternoon, evening and weekends as needed with flexible hours for scheduling and exact times to be determined based on the training programs in progress throughout the year.
* Understand and communicate the goals of programs, as well as enrollment process.
* Coordinate with program staff related to recruitment and outreach efforts.
* Very strong communication skills including working with a diverse clientele.
* Use of MS Powerpoint, MS Word, and MS Excel as well as hands on teaching skills.
* Assisting with special projects as assigned.
* Maintain confidentiality of all agency files/records, business lists, and contractual agreements.
* Represent WRTP/BIG STEP, members, and partners in a professional manner at all times.

**Other duties:**

* Other duties as assigned
* This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required.  It does not represent a contract of employment.  WRTP/BIG STEP reserves the right to change the job description and/or posting.

**Qualifications:**

* Associate/Bachelor’s degree or Building Trades Journeymen experience ideal
* WRTP/BIG STEP operates industry driven flexible training programs that often require specialized skills, experience, and qualifications/certifications to be able to teach the content and materials required. Course work assignments may be tailored to the instructor’s qualifications to teach that subject and ongoing instructor training may be required prior to being assigned specific coursework to teach.
* Previous teaching/tutoring and/or education fieldwork in construction programs experience preferred
* Bilingual instructor is a plus
* Organizational skills and ability to multi task is required
* Solid knowledge of MS Word for Windows, Excel, Outlook, and experience using a database required
* Ability to articulate program material/information to a diverse variety of internal and external audiences
* Ability to create legibly written and accurately maintained program folders for participants
* This position requires the ability to regularly sit, stand and write at a computer, frequently move from room to room, use a telephone and use computer equipment to generate input and output and transmit data. It also may require other activities that vary significantly depending on the instruction assignment.

WRTP/BIG STEP is an equal opportunity/ADA employer. All federal, state and local and other fair employment standards including EEO and ADA requirements in race, gender, gender identification, religion, national origin, disability, political affiliation, and veteran status, veterans or disabled veterans status as found in 41CFR 60-1.4, 60-250.4 and 60-741.4 are herein incorporated by reference. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990. WRTP/BIG STEP encourages applications from all of the above reference protected and unprotected status groups.

Reviews of resumes will begin immediately and continue until filled

No phone calls please. To apply, please send Cover Letter, Resume and Employment Application <http://wrtp.org/documents/WRTPEmploymentapplication.pdf> to:

Selection Committee, Attn: Matthew Waltz

WRTP/BIG STEP

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