



### **Job Title: Part-Time Vocational Instructor (NCCER Craft Instructor)**

Hope Renovations is an innovative nonprofit with a dual purpose. We empower underemployed women and gender expansive folks to seek living-wage jobs in the trades while carrying out repairs and renovations in the homes of older adults who are aging in place.

#### **Position Overview**

The Vocational Instructor will plan, prepare, instruct and guide the continuing education experience for adult learners in Hope Renovations' Construction Trades Training Program. This will include customizing curriculum to meet stated learning objectives, preparing assignments, facilitating classroom and workshop-based hands-on learning. The instructor must successfully complete the NCCER Instructor Certification Training Program (ICTP) at Hope's cost.

Ideal candidates will have experience at a minimum of journey level or technician level in their area of expertise AND a minimum of one (1) year of relevant teaching/instruction experience, OR a minimum of three (3) years' experience as a certified teacher in a vocational/technical construction-related or maintenance-related training program. Instructors must be organized, enthusiastic about the organization's mission, self-motivated, and be able to work with diverse students, staff, and community populations. In addition, instructors will be expected to communicate effectively and maintain positive working relationships with a variety of agencies and personnel. Excellent communication, both oral and written, with students, staff, and others is a must, along with the ability to teach effectively utilizing a variety of instructional methodologies including lecture, lab work, hands on instruction, and other instructional methods and update instructional methods and materials.

#### **Responsibilities:**

- Facilitate the education of adult learners to meet the stated learning objectives of NCCER curriculum
- Prepare assignments, to include studying and customizing existing instructor/facilitator guides, PowerPoints, etc.
- Ensure effective learning tools (i.e., handouts, workbooks, audio-visual materials, and simulations) are ready in ample time for the class start
- Use effective adult learning techniques to accomplish stated learning objectives for a variety of learning styles
- Schedule and facilitate one-on-one field performance evaluations as needed while students progress through the program, to include applicable record management
- Set up and clean up assigned classroom(s)
- Attend weekly instructor meetings



- Submit Weekly Progress Reports to Trainees
- Submit Weekly Issue(s) Report to Director of Instruction

### **Preferred Qualifications**

- Minimum of journey level or technician level in their area of expertise AND a minimum of one (1) year of relevant teaching/instruction experience, OR a minimum of three (3) years' experience as a certified teacher in a vocational/technical construction-related or maintenance-related training program
- Possess an NCCER Craft Instructor certification, or be willing to complete NCCER Craft Instructor Certification Training Program (ICTP) and NCCER Performance Evaluator Training
- Knowledge of course delivery processes, adult learning principles, and assessing learning outcomes
- Knowledge of principles and methods for curriculum and training design
- Strong interpersonal and communication skills
- Track record of implementing new strategies and procedures or examine and re-engineer existing processes
- Excellent oral and written communication skills
- Ability to handle moderate physical activity that may include lifting, pushing, pulling of classroom furniture, materials, and equipment up to 50 pounds
- Familiarity with learning management systems, e-learning platforms, and web delivery tools
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Platform (Gmail, Docs, Forms)
- Familiarity with Asana Work Management Software is a plus

**Position Hours:** Monday – Thursday 8AM-5PM (5-week assignment x 5-6 per year)

**Position Location:** Multiple Triangle Locations (Carrboro, Raleigh & Durham)

**Position Status:** Part-Time

**Compensation:** \$25.00 hour plus mileage stipend