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**Job Title:** Construction and Design Academy Instructor  
and Crew Supervisor  
**Reports To:** Director of Social Innovation  
**FLSA Status:** Part-Time  
**Prepared Date:** May 21, 2019  
**Site Location:** Journey House Center

**Our Mission:** *Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.*

**Summary/Objective:** The Construction and Design Academy Instructor and Crew Supervisor provides direct instruction and services to low to moderate-income individuals who are enrolled in the Construction and Design Academy, which is part of the College and Vocational Careers (ages 14 to 19) and THRIVE (Transforming Healthy Reliable Inspired Valued Employable) Career Interns. This position will include construction and design instruction and supervising related projects and initiatives.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications

1. Supervise and help implement the Construction and Design Academy pre-apprenticeship program
2. Work with the Construction and Design Academy Advisory Team and Chairman to assess existing programs and employers within the Milwaukee community and beyond to identify potential partnerships and resources for participants.
3. Work with the Director of Social Innovation, THRIVE Project Manager, and Director of Youth Leadership and Student Success to develop and implement programming plans and expectations with emphasis on preparation for the construction trades.
4. Help guide further planning and startup of a small contracting business, providing on-the-job training experience for graduates of the pre-apprenticeship program
5. Provide instruction and assist in program delivery of construction and design trainings as related to construction and design trades.
6. Supervise Construction and Design Academy Interns and Crew Members.
7. Coordinate efforts with other THRIVE workforce development career coaches, financial coaches, College and Vocational Careers team members, and other key Journey House staff to assure participants' needs are met in a



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timely manner.

8. Ensure that accurate up-to-date participant contact notes, workshop attendance and progress towards outcomes are entered into the UNCOM Database, and, as needed, Salesforce data system.
9. Develop plans of actions and provide tools, resources, and accountability to the participant to help them meet their goals
10. Understand other services offered by the Journey House, such as employment services and income supports counseling, and connect, as needed, the participants to these other services.
11. Conduct workshops as a means of outreach and education that meet the needs of the community.
12. Develop workshops or tailor existing materials to meet the needs of the community
13. Complete SKY Meditation (formerly Youth Empowerment Seminar) and Community Building Workshop and other required staff trainings and development.
14. Attend Journey House staff meetings and events.
15. Perform other relevant tasks as assigned.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EDUCATION AND COMPETENCIES:**

Qualifications for this position include, but are not limited to:

- Previous work experience in the construction, carpentry and/or design sector
- Relevant college or vocational degree and/or construction trades training certification(s) preferred.
- Ability to take direction from the Director of Social Innovation and to delegate tasks as appropriate.
- Experience, patience and passion for working with young adults (16-24)
- Natural tendency to take self-initiative, seek out collaboration and work well as a team
- Strong communication skills, both written and oral
- Possess strong leadership and team building skills.
- Proficient in Microsoft Office, e-mail, database, Internet and Resource Savvy



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- Ability to adjust to crisis situations, motivate others, and utilize effective listening skills.
- An enthusiasm to stay current with and job career development, non-profit, human services, community financial services, and best practices.
- Ability to represent the agency and collaborating partners.
- Flexibility to work some evenings and weekends as needed.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**LICENSES:** Valid Wisconsin Driver's License and insurance required.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**Journey House Is an Equal Opportunity Employer  
Drug Free Workplace**