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**Job Title:** Director of THRIVE Construction and Design Academy  
**Reports To:** Deputy Director  
**FLSA Status:** Full-time, Exempt  
**Prepared Date:** February 16, 2024  
**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.

**Position Overview:** Journey House is committed to providing community members with high quality THRIVE Construction and Design experiences with professional and passionate staff. The Director of THRIVE Construction and Design Academy 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 THRIVE (Transforming Healthy Reliable Inspired Valued Employable) Career Interns Program and STEAM (Science, Technology, Engineering, Arts, and Math) initiatives. This position will include construction and design instruction and supervision of the related, age-appropriate construction and design projects and initiatives to elementary, middle school, high school, and out-of-school youth. The THRIVE Construction and Design Academy Director will work closely with Journey House THRIVE and STEAM team members utilizing evaluation and data as part of educational and recreational interests. Resourcefulness and strong communication are expected to fulfill this position.

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

#### **Leadership and Management**

- Supervise, teach, and inspire THRIVE Construction and Design Academy students, interns, and volunteers.
- Maintains integrity, poise, and professionalism at all times. Maintains appropriate demeanor and attire.
- Demonstrates respect and consideration for all.
- Assist in facilitating projects that match the Journey House mission, vision and goals.
- Work with and staff the Construction and Design Academy Advisory Team and Chairman to access existing programs and employers within the Milwaukee community and beyond to identify potential partnerships and resources for participants.
- Work with the THRIVE Project Manager and Director of Youth Leadership and



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Student Success to develop and implement programming plans and expectations with emphasis on preparation for the construction trades and design industry.

### **Program and Curriculum Implementation**

- Direct, coordinate, supervise, recruit/promote, and implement THRIVE Construction and Design Academy.
- Lead THRIVE Construction and Design Academy program orientations (parents and youth) and form relationships with participants and their parents to ensure they know the rules, expectations and standards to participate in Journey House activities.
- Plan and prepare projects for interns and students to complete, which includes design, product/material procurement, prepping of materials prior to class, volunteer coordination, and, when relevant, site tours/field trips.
- Provide direct instruction and facilitate program delivery of construction and design trainings, courses/sessions, workshops, special events, and field trips as related to construction and design trades.
- Ensure integration and facilitation of Journey House Trauma Resiliency (SKY Breathing Meditation and Community Building Workshop) and Financial Education in THRIVE Construction and Design Academy.
- Supervise Construction and Design Academy Interns and Crew Members.
- Coordinate efforts with other THRIVE workforce development career coaches, financial coaches, STEAM team members, and other key Journey House staff to assure participants' needs are met in a timely manner.
- Ensure that accurate up-to-date participant contact notes, workshop attendance and progress towards outcomes are entered into appropriate databases.
- Stimulates and sustains motivation and engagement for all participants.
- Continually assesses and manages group dynamics to ensure group, issues, energy or concerns are addressed.

### **Communication and Coordination**

- Actively coordinate with Journey House THRIVE and STEAM Youth Program Team members integration of THRIVE Construction and Design Academy into after-school, week-end, and summer programming.
- Coordinate efforts with Journey House team members to assure a safe and respectful environment for participants.
- Creates an environment in which feedback is given and received freely without judgement.
- Demonstrates effective presentation skills both orally and written. Provides clear



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direction and checks for comprehension.

- Prepare written reports, schedule of activities and program descriptions.
- Provide information as requested and in a timely manner for program reports, community inquiries, and information for grant proposals.
- Meet regularly to strategize upcoming programs, events, maintain schedules, and discuss participant behaviors and accomplishments.
- Attend and participate in Journey House All Staff Monday Morning Huddles and required All Staff meetings/activities, THRIVE Program team, THRIVE Construction and Design Academy Advisory Committee, and Girls Lets Build Advisory Committee meetings and events.
- Follow Journey House protocol for scheduling events, making room reservations, and creating flyers/marketing/recruitment materials for program events.

#### **General**

- Assist in daily site maintenance to assure a clean and well-organized environment in which to work, play, and learn.
- Ensure that accurate up-to-date program demographics, attendance, and program outcome, information is entered into the database.
- Ensure the safety of all participants by being present during activities. Have a presence during activities to help program movement, control issues such as wandering and conflicts, and maintain a positive flow for participants every day.
- Participate in SKY Breathing and Community Building mandated staff trainings and follow-ups.
- Work with the THRIVE, STEAM, and Youth Program Teams on programming and special events.
- 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:

- BA/BS in education, social work, or similar fields and/or commensurate experience preferred. High school diploma or GED/HSED required.
- Experience working in the construction, carpentry and/or design related industries.



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- Relevant college or vocational degree and/or construction trades training certification(s) preferred.
- Passion for working with urban youth population from diverse cultural backgrounds.
- Experience, patience and passion for working with young, urban youth from diverse cultural backgrounds (primary ages between 16 to 24).
- Possess strong leadership and team building skills.
- Excellent oral and written skills; ability to represent the agency.
- Resourceful, creative, innovative, flexible, ability to work without direct supervision and with limited resources.
- Ability to adjust to crisis situations, motivate others and good listening skills.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], databases and social media platforms.
- Must be willing to work flexible hours, including after-school/evenings and some weekends.

**SUPERVISORY RESPONSIBILITIES:** Staff assigned to work in THRIVE Construction and Design Academy Programs, volunteers, fellows, and interns.

**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



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characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

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

**If you are qualified and interested in this position, please complete:**

1. Career History Form: <http://www.journeyhouse.org/jobs.html>
2. Letter stating personal intent
3. Comprehensive resume
4. Submit documents to [jobs@journeyhouse.org](mailto:jobs@journeyhouse.org)