



CHARTER SCHOOL

Youth Development Instructor – Building Trades

Background

YouthBuild Philadelphia Charter School is a 12th-Grade-only charter school for young adults between the ages of 18 and 21 who have dropped out of high school. Programmatically, the School spans two years. During the first year, approximately 220 students are enrolled to earn a competency-based high-school diploma, work toward a certification in any of a number of vocational-training programs, and serve as part-time AmeriCorps Members. In the second year, the new graduates receive organizational support as they pursue their postsecondary goals.

Mission

Our mission is to provide out of school youth in Philadelphia with the broadest range of tools, supports and opportunities available to become self sufficient, responsible and productive citizens in their community. The emphasis is on transitioning them successfully so that they will succeed in top-quality training schools, colleges, union apprenticeship programs, other careers and the competitive world beyond.

Core Values

* Excellence * Perseverance * Respect *

Job Description

The Youth Development Instructor – Building Trades position is a critically important, rewarding and demanding role at YouthBuild Philadelphia. This position specializes in the supervision and direction of students completing building trades related tasks on an active worksite. However, the core of this position is youth development – building strong relationships with young adults to help guide them in professionalism, critical thinking skills and life skills. Building is the tool used to frame their development. The youth development specialist must be comfortable with training and teaching in all environments; school/classroom settings, all weather conditions, in teams, and solo. There is a great deal of autonomy for the right candidate to come in and shape the direction of their training track and squad of students.

The Youth Development Specialist is required to perform the following duties:

- **Youth Development Operations:**
 - Instruction

- Teach carpentry and building related skills (including safety, deconstruction/demolition, rough framing, drywall, painting, finish carpentry, etc.) to your squad's students
 - Teach the proper use and safe handling of all hand tools, power tools, materials handling and equipment to students
 - Plan and lead classes for NCCER certification courses
 - Prepare and proctor students for certification tests (NCCER, OSHA)
 - Grade and track certification tests and work with students on concepts that were missed
 - [Submit grades in a timely fashion according to established deadlines](#)
- Professional Skill Development
 - Meet weekly with students to assess and address their skill development in professional skills and report on this to the Director of Vocational Training
 - Plan and assist students in the organization, maintenance and assignment completion of materials in their building trades binder
 - Plan and supervise workstations on site that allow students to develop hard and soft professional skills including demonstration of certifications, as well as reading and writing reflections related to their workdays
- Student Support
 - With a highly-developed sense of knowledge of professional skills, encourage students to succeed in the building trades by developing strong individual relationships with them
 - Reach out to students assigned to your squad who are currently in the vocation rotation daily either in person, electronically or over the phone
 - Reach out to students assigned to your squad who are currently in the academic rotation weekly
- Construction Safety
 - Provide oversight for one or more construction sites ensuring safety at all times, making sure students are demonstrating correct technique of tools
 - Conduct and document safety meetings and inspections
 - Interface with subcontractors and inspectors on-site
 - Complete job site reports, including monthly progress reports, accident and incident reports, tool check lists, students attendance and grades, change orders, and back charge documentation
- Construction Production
 - Schedule, implement, and assign tasks and timelines for construction tasks and projects
 - Maintain responsibility for material needs of job site, as well as all tools and equipment for job site
 - Develop and keep production timelines and individual project deadlines

- Physical Demands
 - For teaching and demonstration purposes only:
 - Use of hand and power tools on a regular basis
 - Motions including hammering nails, kneeling, taping, bending and stooping
 - Ability to lift various weights up to 50 pounds
 - Standing for long periods of time, six to eight hours in a day
 - Writing on walls and other varied surfaces as well as regular typing and texting
 - Climbing stairs and step ladders
 - Comfort on taller ladders and scaffolding
 - Reaching, stretching and extending arms in the course of duties
 - Work in many weather conditions, covered and uncovered, indoor and outside
 - Loading and unloading of materials, building supplies and tools

- **Construction Leadership:**
 - Believe deeply in the mission and values of YouthBuild Philadelphia and supporting all students on their professional journey
 - Hold high expectations for each student in the school and provide matching high support
 - Model professional behavior for students at all times
 - Exhibit positive rapport with students
 - Develop teamwork and leadership skills of students
 - Oversee monitoring of students' time and grades on the construction site
 - Ability to think creatively with a willingness to have flexibility in working locations, settings and teaching tools
 - Must notify the Director of Vocational Training at least two days ahead of time if sub-contractors are needed

- **Program Involvement:**
 - Participate in the School's Mentoring Program
 - Participate in one or more extra curricular activities—such as basketball, yearbook committee, prom committee

- **Professional Development:**
 - Continue to develop skills through trainings and professional development offered at the school and outside
 - Attend retreats, workshops, and conferences, as required
 - Attend weekly all staff and department meetings and other meetings as required by Director of Vocational Training

- Other duties as assigned by the Directors of Vocational Training

- Regular hours for this position are from 8:00 am to 4:00 pm.

Qualifications

YouthBuild Philadelphia requires the following qualifications for this position:

- PA Criminal, PA Child Abuse, and Federal/FBI Background Checks
- At least three years of professional construction experience (carpentry preferred) working with all elements of housing construction
- Good “finishing” skills and experience with project-based construction work
- Experience training others
- Experience managing people, especially work crews in construction setting
- Experience working in a team setting
- Ability to work enthusiastically with young people who have not completed high school and some who have extreme challenges and behaviors
- Strong communication skills
- Ability to adapt from construction environment to school environment and back again
- Comfort with use of technology including hardware, like projectors and laptops and applications such as Google Docs and MS Office.