



Nine Point Nine
c/o Hope Center for Arts and Technology
115 Anson Way
Sharon, PA 16146
www.ninepointnine.org

JOB TITLE:

Program Instructor – Part-time day turn Instructor of construction related introductory training program.

COMPANY INTRO:

Nine Point Nine connects women and their community by creating and inspiring passion through skilled trades. We provide pre-apprenticeship training programs to launch women into financial independence and to help close the gender gap that exists within the construction industry.

JOB POSITION DESCRIPTION:

Part-time Program Instructor to begin when the first cohort in early 2025 is launched, tentatively scheduled for January 6, 2025.

ROLE AND RESPONSIBILITIES

- Adequately prepare for each class, understand, and implement the curriculum being taught.
- Work with administrative staff to make sure all supplies, tools and curriculum are ordered for classes.
- Control and monitor all inventory/tools/equipment used as a part of teaching classes.
- Implement adult learning principles in the classroom.
- Complete applicable certification testing of pre-apprentice students. Submit forms to administration or applicable organizations for awarding certifications.
- Mentoring and guiding pre-apprentice students through training and the process of becoming eligible to enter full apprenticeship while taking classes at the training center.
- Perform periodic maintenance at the workshop as needed to maintain it in excellent working order.
- Collaborate with HopeCAT in development of related trades programs, planning, and workshop requirements.
- Coordinate with and assist the executive director in establishing hands-on experience opportunities with other organizations and employers in the local region.
- Supervise students during on-site or off-site training, providing mentorship and guidance.
- Ensure a safe working environment for all individuals in both the training workshop and off-site.
- Assist the Executive Director with implementing cost-effective ways to deliver state-of-the-art programs to students.
- Periodically represent Nine Point Nine, its vision and services by attending relevant business events, conferences and gatherings.
- Assist the Executive Director with recruitment and screening of participants for the program.
- Nurture relationships with future employers, unions, training programs, etc., for program graduates.
- Complete other duties as assigned by the Executive Director or the Board of Trustees.

QUALIFICATIONS

- Must successfully complete the National Center for Construction Education and Research (NCCER) Instructor Certification within 30 days of position acceptance, facilitated and paid for by Nine Point Nine and coordinated with Associated Builders & Contractors of Western PA.
- 2+ years of experience in a construction trade required.
- Post apprentice or journey worker credential preferred, but not required.

SKILLS AND ABILITIES:

- Must be proficient at the following skills: basic safety, employability skills, construction tools identification and use; lumber identification and use; trade math and measurement; concrete forms; framing; shingling; exterior doors and windows; siding and trim; insulation; interior doors; and minor repairs.
- Must be able to read and relay information from blueprints.
- Basic knowledge and use of computer-based testing and PowerPoint.
- Excellent verbal and written communication skills.

HOURS & COMPENSATION:

- **25-30 hours per week, Monday through Friday, between the hours of 9am-3pm.** No holidays or weekends unless mutually agreed upon based on program planning.
- Hourly rate depending on education, training and experience: **Range of \$26-\$30/hour**

LOCATION:

Nine Point Nine is located within the Hope Center for Arts and Technology (HopeCAT) in Sharon, PA.

CONTACT/APPLICATION INFORMATION:

To be considered for this position, please submit your resume and letter or email of interest to Janet Earle, Chairperson at jearle@ninepointnine.org by **November 22, 2024**.