



JANE
ADDAMS
RESOURCE
CORPORATION



JOB DESCRIPTION

Job Title: Senior Manufacturing Skills Instructor (CNC) – JARC RI

Program(s): *Careers in Manufacturing Programs (CMP)* and *Business & Workforce Services (BWS)*

Reports To: Director of Manufacturing Operations – JARC RI

Supervises: N/A

The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC RI is a partnership between JARC and Polaris MEP.

JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC's training programs target middle skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist, additive manufacturing and robotics, and serve a variety of populations:

- *Careers in Manufacturing Programs – Provide job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment.*
- *Business and Workforce Services – Design and execute customized firm side training classes for industry employer partners and their incumbent workers.*

The Senior Manufacturing Skills Instructor (CNC) supports these programs and strategies by providing high quality instruction in all aspects of Computer Numerical Control (CNC) technology, including: G-Code Programming for CNC Milling and CNC Turning processes; Machine Set Up, Operation and Safety; and other manufacturing-related topics.

Essential Functions:

Careers in Manufacturing Programs (CMP)

- Provides hands-on and classroom instruction to a variety of unemployed adult populations, including job seekers with significant barriers to employment
- Executes CMP Curriculum to teach these and other topics:
 - Basic Mfg Skills, including: Shop Math, Print Reading, and Metrology
 - G-Code Programming for CNC Milling and CNC Turning processes
 - Machine Set Up, Operation and Safety
 - Relevant Math and Trigonometry
- Executes JARC Best Practices, including: Open Entry / Open Exit, Simulated Work Environment, and Use of Industry Credentials

Business and Workforce Services (BWS)

- Teaches customized worker training classes at customer facilities, using customers' CNC machines and processes
- Meets with companies to learn about their hiring and workforce development needs; business models and business goals; manufacturing processes and technologies; job functions, career paths and skills gaps
- Uses JARC Diagnostic Tools including *Manufacturing Skills Assessment (MSA)* and *Skills Inventories (SI)* to verify and benchmark competencies
- Assists with marketing, service agreements and course outlines
- Assists with final reports; meets with company to debrief on training classes and identify next steps
- Helps employers develop Career Path Plans using JARC model, blending coursework, hands-on competencies and relevant industry credentials

Operations

- Performs routine maintenance of CNC and other machine tools in training center
- Responsible for housekeeping at training center; directs trainees to clean and organize training center as part of simulated work environment
- Responsible for computer lab at training center; works with JARC IT to install software, troubleshoot computer problems
- Maintains inventory of supplies and equipment; communicates purchasing needs to Director of Manufacturing Operations
- Other duties as assigned

Team Functions:

- Participates on Training Services Team; communicate trainees' progress in technical training with coaches and coordinators; receives confidential updates from coaches and coordinator on trainee issues that may impact their progress in technical training
- Participates on Employment Services Team; communicates trainees' progress in technical training, including attainment of industry credentials and readiness for outplacement; discusses firm side opportunities with Business Services to facilitate positive outplacement and retention
- Contributes to agency's continuous quality improvement efforts
- Collaborates and cultivates strong working relationship with all staff
- Contributes to JARC's warm and welcoming environment
- Models safety on the shop floor

Qualifications:

- Minimum of 5 years of experience working with CNC Technology in a production environment; work history must include program, set up and operate CNC Machine Tools for Turning and Milling processes
- Must have knowledge of shop safety and machine tools
- Must be fluent in shop math, print reading and metrology

- Ability to execute competency-based learning and the use of industry skill standards and certifications
- Must be dedicated to JARC's mission of moving individuals and families out of poverty through a combination of skills training and support services
- Must be a team player, willing and able to train other teachers, work with employer partners and other training organizations
- Bilingual a plus

Terms/Conditions:

- Full-time (*Project latest F/T launch Fall 2022; may start as a P/T position sooner*)
- Criminal Background Checks Required

Salary Range:

- \$28.85 per hour at Full Time
- Higher Hourly for P/T or 1099 prior to F/T start

Please submit resume and cover letter to hr@jarcri.org, for consideration

Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply. Jane Addams Resource Corporation and Polaris MEP are Equal Opportunity Employers. No persons will be discriminated against in employment because of race, color, religion, sex, age, marital status, national origin or ancestry, physical or mental disability, sexual orientation, genetic information, gender identity or expression, veteran status, or any other protected characteristic. Every employee is expected to carry out and support these policies.