



## **Posting and Job Description**

### **Manufacturing Skills Instructor (P/T) – Baltimore**

**Job Title:** Mfg Skills Instructor (P/T) – JARC Baltimore

**Programs:** *Careers in Manufacturing Programs* (CNC Machinist Track, GMAW Welder Track)

**Reports To:** *Site Director – JARC Baltimore*

**Vision-** The Jane Addams Resource Corporation (JARC) promotes strong communities, businesses and households to ensure that people who work do not live in poverty.

**Mission.** JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and bundled support services, including income supports, financial coaching and employment services.

**Programs.** JARC's training programs target middle skills occupations and career paths in the manufacturing sector, such as CNC Machinist and GMAW Welder and serve a variety of populations:

- ***Careers in Manufacturing Programs (CMP)*** – 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 Mfg Skills Instructor provides basic skills instruction for Adult Education Learner who are job seeker trainees in JARC's *Careers in Manufacturing Programs (CMP)* at JARC's training centers in the Park Heights neighborhood on Baltimore's West Side. Classes include:

- **Manufacturing Skills 1 (Math, Print Reading and Metrology).** MS1 is fundamental to all of the tracks in JARC's CMP. Content includes:
  - **Shop Math** – Fractions, Decimals, Calculator Skills, Machinist Shop Formulas
  - **Print Reading** includes Orthographic Projection; Types of Lines and Symbols; Notes (Title Block, Dimensions and Tolerances, Revision Notes); 3-, 2- and 1-View Drawings
  - **Metrology** – 4R Steel Scale; 0-6" Dial Calipers, 0-1" Outside Micrometer
  - **Other Topics** as assigned and relevant – ABE Level Reading, Work Readiness and Safety Topics, Digital Learning Units through Tooling U

Essential Functions:

- Teaches MS1 Classes to a diverse community of learners at JARC's Park Heights location Monday-Thursday with a goal having them understand the topics below
- Mfg Skills 1:
  - Teaches Math, Print Reading and Metrology using JARC Curriculum.
  - Uses JARC *Mfg Skills Assessment* (MSA) to verify trainees' competencies in these areas.
- Develops lesson plans and activities that support an open entry / open exit format and support a diverse community of learners.
- Collaborates with Program Coordinators to support trainee's success in the workplace and execute program goals and funder requirements.
- Documents and tracks attendance and performance issues.
- Assists in preparation of program updates and program reporting.

#### Team Functions

- Markets JARC Programs through contacts with other agencies, advertisements, and informational events.
- Attends Employment Services meeting to provide feedback on trainees.
- Partners with CNC and Welding team so that MS1 trainees are set up for success when they enter the shop.
- Contributes to the agency's continuous quality improvement efforts.
- Contributes to JARC's warm, welcoming, and collaborative environment.
- Maintains a safe working environment

#### Qualifications:

- 3+ years in teaching Adult Basic Education in math and reading.
- Demonstrated experience in working with a diversity of learners from a variety of communities.
- Some background in manufacturing and willing to become proficient in shop math, print reading and metrology.
- Able to manage a training program that is open-entry / open-exit to serve trainees who will start and complete the program at different times, work at different paces and have unique needs and capabilities.
- Demonstrated ability to develop and adapt curriculum and lesson plans and adopt content that is competency-based and workplace-contextualized
- Must be a team player, work with employer partners and other training organizations.
- Excellent interpersonal, organizational, verbal, and written communication skills.
- Willingness to embody JARC Baltimore's value of establishing a warm, welcoming environment

#### Terms/ Conditions:

- Part Time (20 hours per week)
- FLSA non-exempt
- Criminal Background, FBI and other pre-employment verifications required

#### Compensation:

- Starting wage of \$26.00 / hour
- Competitive benefits package

**JARC Baltimore is an Equal Opportunity Employer**  
**Minority/Female/LGBTQ/Veteran/Returning Citizen/ Gender Identity/ Disabled**  
**\*All Are Encouraged to Apply\***