JOB DESCRIPTION
Youth Build Construction/Safety Instructor

1. LIFT Community Action Agency, Inc.  2. Program: Youth Build
3. Reports To: Program Director  4. Title: Construction/Safety Instructor
5. Grade: Seven  6. Date: October 2021
7. Approved By: Rebecca Reynolds,  8. Status: Non-Exempt
Executive Director

JOB SUMMARY:
The Youth Build Construction/Safety Instructor will directly supervise, instruct, and coordinate the participants’ activities. The Construction/Safety Instructor will instruct Youth Build participants in construction methods, operation of equipment, and utilization of established safety practices. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:
1. Supervise and instruct Youth Build participants in applications of basic construction methods including but not limited to: carpentry, electrical, painting, use of power tools, and blue print reading.
2. Develop a worksite safety plan, adhere to all LIFT CAA safety policies, OSHA regulations and Youth Build safety guidelines.
3. Develop projects for participants that integrate meaningful community service with instruction and reflection that enriches the learning experience, teaches civic responsibility, and encourages lifelong civic engagement.
4. Encourage participants to set and maintain a high standard of conduct in the community they serve.
5. Coordinate with the Youth Build Case Manager/Job Developer in the development of work/training and classroom instruction education schedules.
6. Develop projects that help rebuild severed relationships between youth, including returning offenders, and members of the community while developing the participant’s workplace skills and leadership and time management.
7. Establish a culture of high integrity for participants.
8. Deliver services as written in the Solicitation Grant Application (SGA) and Statement of Work (SOW) in the grant application.
9. Provide or ensure that all Youth Build participants receive a safety skills training course endorsed by the Oklahoma Department of Career Technologies.
10. Assist in recruitment, hiring and discharge of Youth Build participants.
11. Prepare reports as required; maintain work logs, timesheets, etc. on participants.
12. Provide instruction in both a small group setting and on an individual basis.
13. Participate in special projects as required.
14. Work collaboratively as a team to achieve program goals with Self-Help Housing staff, home buyers/home builders, community organization representatives, and Youth Build staff at all levels and partners.
15. Promote program and work with industry professionals to identify job-shadowing and/or job placement opportunities.
16. Travel as required both within the service area and out of the area for training and carrying out activities within the scope of the program and as identified in the Statement of Work.
17. Perform other duties as may be assigned.
SUPERVISORY RELATIONSHIP:
The Youth Build Construction/Safety Instructor reports directly to the Youth Build Program Director and exercises no supervision over other employees.

QUALIFICATIONS:
1. Knowledge and experience of youth/young adult needs.
2. Five (5) years’ construction experience primarily in carpentry/home construction and in the remodeling field.
3. Ability and some past experience in working with young adults.
4. Thorough knowledge of Occupational Safety and Health Administration (OSHA).
5. Basic skills in operating computer programs such as Word, Excel, PowerPoint, Publisher, familiar working with Internet, etc.
6. Strong commitment to young adults’ success in the construction field.
7. Aptitude to assimilate input and from it determine and develop courses of action as may be appropriate for the participants’ needs.
8. Valid driver license, valid automobile insurance and own vehicle.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
1. Constantly must be able to sit/stand in a stationary position 50% of the time; stoop, bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.
6. Frequently must ascend/descend steps and enter in and out of vehicles.
7. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

______________________________
Employee Signature

______________________________
Date

______________________________
Employee Name (Printed)

______________________________
Job Description

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Youth Build Construction/Safety Instructor

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JOE DESCRIPTION
Youth Build Job Developer

1. LIFT Community Action Agency, Inc.  2. Program: Youth Build
3. Reports To: Program Director  4. Title: Job Developer
5. Grade: Six  6. Date: October 2021
7. Approved By: Rebecca Reynolds,  8. Status: Non-Exempt (Part-Time)
   Executive Director

JOB SUMMARY:
The Youth Build Job Developer is responsible for working with participants to ascertain needs and
to ensure the participants are enrolled in supportive services to address barriers. The Job Developer
will develop career development, professional goals and job coaching strategies for participants.

DUTIES AND RESPONSIBILITIES:

1. Build and maintain working relations with community organizations, city, state, county and
   federal agencies.
2. Evaluate each participant’s need for assistance with supportive services; employment
   barriers, transportation, substance(s) abuse, mental health issues, child care, financial aid,
   etc., and refer participants to the appropriate services.
3. Develop an Individual Development Plan (IDP) for each participant.
4. Provide follow-up services to ensure participants are on target with goals identified in their
   Individual Development Plan.
5. Make presentations to local clubs and organizations.
6. Coordinate with the Program Director, GED Teacher, Construction/Safety Instructor and
   Job Developer in the development of job coaching focused on motivation and career
   approaches to development.
7. Collect and input data in the MIS system as required by the grant; monthly and quarterly and/or
   annually.
8. Coordinate, refer and follow-up to ensure participants have access to needed services.
9. Deliver services as written in the Solicitation Grant Applications (SGA) and Statement of
   Work (SOW) in the grant application.
10. Valid driver license, valid automobile insurance and own vehicle.
11. Travel as required both within the service area and out of area.
12. Other duties as may be assigned.

SUPERVISORY RELATIONSHIP:
The Youth Build Job Developer reports directly to the Youth Build Program Director and
exercises no supervision over other employees.

QUALIFICATIONS:

1. Knowledge and experience with youth and young adults needs; preferably youth in the
   juvenile justice system and/or others considered at-risk.
2. Knowledge and experience with creating, implementing and maintain Individual
   Development Plans (IDP’s).
3. Knowledge and experience working to connect youth/adults to community services.
4. Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
5. Strong written and verbal communication skills; Case Worker experience.
6. Strong commitment to youth/adult leadership and empowerment and ability to work sensitively and effectively with young adults.
7. Knowledge and experience with software programs including but not limited to Word, Excel, PowerPoint, Adobe, etc.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

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I certify that I understand and accept the responsibilities and duties of this position.

________________________________________________________________________
Employee Signature

________________________________________________________________________
Date

________________________________________________________________________
Employee Name (Printed)

Job Description Youth Build Job Developer Page 2 of 2