

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

**YOUTH PROGRAM'S ASSISTANT (ASSISTANT TRAINER)**

**YOUTHBUILD CONSTRUCTION PROGRAM**

JOB ANNOUNCEMENT

## Summary

South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking a highly motivated individual to assist with the company's YouthBuild Construction Program and Training. **YouthBuild** is an innovative program designed to provide "at risk" youth (aged 16-24) that reside within the Los Angeles area with an opportunity to reclaim their education, gain life skills and receive leadership development, vocational and hands-on training in construction trades and other career pathways. Participants of SBWIB's construction career pathways will assist in building housing units for low and moderate-income families and will be involved in providing services to the community through special projects. Upon completion of approximately nine months of training, participants will be provided with job placement and alumni services. **The Youth Program's Assistant (Assistant Trainer)** will help oversee the implementation of training strategies in relation to the construction sector program and projects, from start to finish. This person should be familiar with construction methodologies, curriculums (Multi-Core Craft Curriculum MC3 and OSHA) and procedures and able to work with individuals of different disciplines to achieve the best results.

*This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.*

## Salary & Benefits

This is a full-time (40 hrs/wk) nonexempt position with a starting hourly wage of \$17.75. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

## Minimum Qualifications

High school diploma or equivalent or diploma in a skilled trade (electrician, carpenter etc.) and at least two (2) years of experience with an in-depth understanding of construction procedures, material and project management principles and working on relevant projects or any satisfactory combination of education, experience, professional certifications and training which demonstrates the knowledge, skills and abilities to perform the duties outlined in this announcement. Must have a demonstrated ability to work collaboratively, positively and effectively with others of diverse groups, including low-income families and ethnic minorities; must demonstrate dependability, punctuality and professionalism at all times; must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Must be willing and able to wear protective equipment as necessary according to OSHA and company policies. Must be able to successfully pass background and reference clearances; have reliable transportation, a valid driver's license and proof of current vehicle insurance. OSHA certified a plus.

## Other Skills

- Ability to read and understand blueprints and have knowledge of basic building codes and construction site safety procedures;
- Have good physical strength, endurance and work well with your hands;
- Effective communication skills (verbal and written);
- Ability and skills to assist with outreach and recruitment efforts;
- Ability and skills to lead by example and facilitate large groups, small groups and provide one-on-one coaching and facilitation in various leadership and life skill activities;
- Ability to work effectively with minimum supervision and/or as a part of a team.

### **Essential Duties and Responsibilities**

Working under the supervision of the Construction Program's Lead Instructor (or designee), the Youth Program's Assistant (Assistant Trainer) will assist with providing training and on-site instruction in basic construction trades necessary to build residential structures and/or provide rehabilitation and remodeling on existing residential units and other more specific duties including, but not limited to, the following:

- Assist with the teaching and actively training construction skills including, but not limited to, demolition, interior work, carpentry and the appropriate use of tools and equipment through demonstration and modeling skills.
- Assist with the teaching of necessary safety procedures for use and handling of equipment & tools and clean up of the construction area through demonstration and modeling skills.
- Assist with teaching appropriate handling of construction problems arising at the building site through demonstration and modeling skills.
- Keep SBWIB YouthBuild and program staff informed about issues regarding performance issues of members.
- Review, evaluate and document members progress.
- Assist with ensuring members' compliance with attendance and other program policies.
- Assist staff in facilitating and leading various activities in "Orientation", "Information Sessions", and "Mental Toughness" sessions with YouthBuild members.
- Assist staff in facilitating and leading leadership-development and life-skills activities.
- Participate in community service, attend retreats, workshops and conferences as required.
- Perform other duties as assigned.

### **Working Conditions**

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, lifting, bending, carrying heavy objects, climbing ladders, utilizing protective gear and equipment according to OSHA and the company's policies, and traveling to other office locations. Must have excellent time management skills and be able to work well under stress and meet deadlines. Reliable transportation, a valid driver's license and proof of insurance is a must. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days, if/as necessary. This position works a standard 40-hour week but may be required to work evenings and weekends as needed.

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*