



PROJECT LIFT, INC.

Job Description

Title: Vocational Mentor – Electrician
Status: Hourly, Non-Exempt
Reports to: Director of Operations

SUMMARY OF RESPONSIBILITIES:

The Electrical Vocational Mentor/Instructor is responsible for instructing, mentoring and training Project LIFT participants to help them achieve their vocational goals in electrical, as well as providing transportation to and from school and/or home as needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Instruct, mentor and monitor Project LIFT participants in the use and care of equipment and materials, in order to prevent injuries and damage.
- Demonstrates safe and effective use of vocational program tools and equipment.
- Provide supervision to ensure that all students are wearing proper safety equipment.
- Make recommendations for potential equipment purchases and repairs related to electrical program.
- Instruct and mentor Project LIFT participants individually, and in groups.
- Establish clear objectives for all projects and communicate those objectives to Project LIFT participants.
- Prepare materials for projects and activities in a timely manner. Keep the work area clean, neat and organized at all times.
- Handle reporting and record keeping as necessary and/or required.
- Work efficiently and effectively without supervision.
- Assists other departments and provides support where needed.
- Ensure compliance with all safety policies and procedures involving Project LIFT buildings, grounds areas, or when attending activities elsewhere representing Project LIFT.
- Pick up or drop off children depending on the need each day, which may include multiple trips.
- Observe safety regulations and state laws regarding vehicle operation; ensures participants also follow applicable safety regulations.
- Enforces rules of behavior for Project LIFT participants; report any concerns to the Site Director
- Communicate effectively with therapists and Coordinators regarding participants.
- Perform other duties as assigned.

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related or a logical assignment to the job.

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain a high level of confidentiality.
- Able to determine work priorities and ensure proper completion of work assignments.
- Uphold professional standards and represent standards of Project LIFT in public.
- Clean driving record
- Must have electrical experience; licensed electrician preferred
- Minimum of 4 years electrical experience.

PHYSICAL ACTIVITY/WORKING CONDITIONS

- Able to lift up to minimum of 25lbs.
- Able to work in non-air conditioned environment. May be in direct sunlight occasionally.
- Able to stay on feet for extended periods of time.

The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

Signature