



Job Description

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

SUMMARY OF RESPONSIBILITIES:

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

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Instruct and monitor Project LIFT participants in the use and care of equipment and materials, in order to prevent injuries and damage.
- Instruct and mentor Project LIFT participants individually, and in groups.
- Establish clear objectives for all projects and communicate those objectives to Project LIFT participants.
- Enforce rules of behavior for Project LIFT participants.
- Prepare materials for projects and activities. Keep 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 provide support where needed.
- Pick up or drop off children depending on the need each day, which may include multiple trips.
- 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:

- Minimum of 2 years of relevant experience.
- Maintain 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

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 and Date