



JOB DESCRIPTION

Title: Vocational Mentor– Auto Repair

Reports to: Operations Director

Status: Full Time, Non-Exempt

SUMMARY OF RESPONSIBILITIES:

The Vocational Mentor / 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, if needed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Coordinate Fleet Vehicle maintenance and repairs for Project Lift Vehicles.
- Certify participants in ALLDATA repair using instructor manual and hands on techniques.
- Complete 1 large specialty project / year (hot rod rebuild).
- Plan/complete small projects with participants.
- Attend and actively engage in daily meetings.
- 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.
- Handle reporting and record keeping as necessary and/or required.
- Work efficiently and effectively without supervision.
- Assists the operations director and provide support where needed.
- Pick up or drop off children depending on the need each day.
- Perform other duties as assigned.

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 mission and values of Project LIFT in public.

PHYSICAL ACTIVITY/WORKING CONDITIONS

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

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All

personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Signature and Date