



Young Community Developers, Inc.  
1715 Yosemite Avenue San Francisco, CA 94124  
(415) 822-3491 main (415) 822 -1196 fax  
[www.ycdjobs.org](http://www.ycdjobs.org)

## **Job Readiness Trainer**

### **Southeast Pre-Apprentice Training Program**

#### **Job Description:**

Under the direct supervision of YCD's San Francisco Public Utilities Commission (SFPUC) Program Manager, and in close collaboration with staff and all collaborative partners, the Job Readiness Trainer will be responsible for soft skills training for the Southeast Pre-Apprentice Training Program (SPTP). SPTP is a 16 week adult employment training program and partnership with the SFPUC. The SPTP Job Readiness Trainer will serve as the Job Readiness Trainer for 8 weeks out of the program and will be responsible for outreach and training for all program participants. The Job Readiness Trainer will also complete detailed tracking of participant progress throughout the soft skills portion of the program.

#### **Responsibilities:**

##### **Outreach and Recruitment**

1. Responsible for marketing and outreach to potential customers interested in pursuing a career within the construction field (both laborers and professional services). Leverage YCD's network, other community-based organizations, community events, as well as direct marketing strategies and tactics to drive program participation.
2. Provide oversight of training enrollment process.

#### **Classroom Instruction:**

1. Research best practices and design appropriate training modules.
2. Coordinate and facilitate job readiness training, pre-employment, and job search workshops for the construction industry. Job readiness and pre-employment training to cover sector-specific career opportunities, effective employee behaviors, developing a good work ethic, and managing a work life. Job search training to cover a variety of topics including resume and cover letter writing, completing employment applications; interviewing skills, networking skills, and effective workplace communication.

3. Coordinate and conduct individual and group instruction through demonstration, lecture, guest speakers, cooperative learning activities and other modalities of teaching which address learning style differences and potential learning disabilities
4. Design, implement and report on all appropriate training surveys and assessments to track client satisfaction and skills gains.
5. Attend all appropriate team and collaborative meetings in order to coordinate topics and assess student and program progress, pedagogical strategies, and progress towards outcomes. Participate in all training facilitation meetings and training opportunities.

**Program Administration:**

1. Ensures compliance with agency, funders, and partners reporting requirements and supports all program evaluation efforts.
2. Responsible for tracking and reporting client progress and employer engagement activities. Maintains particular case records, program data, and other statistical records as needed. Ensures preparation for program's audits and monitoring visits.
3. Participates in the team, agency, and community meetings.
4. Other duties as needed.

**Minimum Qualifications:**

1. B.A./B.S. degree in a related field and at least two years of relevant experience preferred. Associates degree and four years of related experience will be considered in lieu of B.A./B.S. degree requirement.
2. Must be flexible and able to work a flexible schedule, including occasional evening and weekends.
3. Experience in the construction field, job readiness training, staffing, recruiting, employment coaching, job development, or other relevant/transferable work experience.
4. Excellent cross-cultural communication skills and the ability and willingness to work with economically and culturally diverse clientele from various professional and ethnic backgrounds.
5. Excellent interpersonal and communication skills, including public speaking, written communications, patience, diplomacy, and high level of customer service skills.
6. Must have proven ability to work both independently and as part of a team.
7. Must be comfortable with and adapt quickly to organizational, program and departmental changes.
8. Strong commitment to the mission of Young Community Developers Inc. and to individuals from diverse populations.
9. Well organized, ability to work in a fast-paced environment and meet goal objectives; excellent team player. True attention to detail, ability to complete paperwork accurately and in a timely manner.
10. Commitment to continuously improve occupational knowledge.

11. Computer proficient in MS Office or similar program, understanding of concept of relational database, competent in using internet and excellent research abilities.

**Compensation / Benefits:**

1. \$22.00 to \$26.00 per hour dependent upon experience.
2. Paid vacation.
3. Sick leave.
4. Health benefits to include medical and dental.

**All candidates must submit a resume in order to be considered.  
Email resume to: Lindsey Lopez-Weaver, [llopez@ycdjobs.org](mailto:llopez@ycdjobs.org)**