



## **JOB DESCRIPTION**

**Job Title:** Director of Manufacturing Operations

**Program(s):** Careers in Manufacturing and Manufacturing Skills Programs

**Reports To:** Site Director – JARC Baltimore

**Supervises:** Metalworking Skills Instructor, Welding Instructor, CNC Instructor, Fundamentals Instructor and Job Developer

*The Jane Addams Resource Corporation (JARC) Baltimore promotes strong communities, businesses and households to ensure that people who work do not live in poverty.*

*JARC-Baltimore helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and support services. JARC-Baltimore's job training programs target skills gaps in the manufacturing, such as Computer Numerical Control (CNC) machinist and welder. JARC-Baltimore also assists with income supports, financial coaching and employment services.*

### **Essential Functions:**

#### **Careers in Manufacturing Programs**

- Ensures the execution of JARC's curricula, program design and safety protocols for the Careers in Manufacturing Programs, including the CNC, Welding and Fundamentals of Manufacturing Programs
- Supervise and develop all Instructors - Senior Instructors, CNC, Welding and Fundamentals as well as a Job Developer
- Delegate instruction of the following subjects to appropriate faculty:
  - CNC
  - Welding
  - Additional tutoring subjects for trainees
- Provide technical support to instructors
- Conduct outreach with companies to facilitate employer engagement and hiring of JARC graduates
- Implement a competency based learning strategy
- Develop leadership skills amongst trainees
- Operate programs on an open entry/open exit format; simulate real world work environment for trainees
- Interface with the Department of General Services to ensure building maintenance, security and safety

### Business and Workforce Services Program

- Oversee incumbent worker training program – secure contracts, hire contract instructors, provide instruction as needed
- Conduct outreach to companies for incumbent worker training
- Design, develop and implement incumbent worker training projects
- Teach or contract with subject matter experts to teach the following subjects:
  - CNC milling and turning
  - Welding
  - Manufacturing Skills: shop math, print reading, metrology
  - Safety
  - Other topics requested by employer partners

### Operations

- Manage the budget of training operations, submit purchase requests to and notify Site Director with monthly budget updates
- Provide technical support for training center including equipment, IT and site maintenance
- Secure quotes and prepare PO materials, supplies and equipment for the training center
- Provide maintenance to training equipment as applicable
- Other duties as assigned

### **Team Functions**

- Participates on Management Team
- Contributes to agency's continuous quality improvement efforts
- Collaborate and cultivate strong working relationship with all JARC-Baltimore & JARC Chicago staff
- Ensures development opportunities and coaching to help team members develop professionally; includes completing performance evaluations according to review schedule
- Contributes to JARC's warm and welcoming environment
- Models safety on the shop floor

### **Qualifications:**

- Minimum of 7-10 years of manufacturing experience
- Must be dedicated to JARC's mission of moving individuals and families out of poverty through a combination of skills training and support services
- Must have experience programming, setting up and operating Computer Numerical Control (CNC) machines
- Must have knowledge of shop safety and machine tools
- Must be fluent in shop math, print reading and metrology
- Minimum of 5 years of teaching (on-the-job teaching is accepted) or supervisory experience
- Ability to execute competency based learning and the use of industry skill standards and certifications
- Must be able to train other teachers in the use of curriculum and in project based learning

- Must be a team player, willing and able to train other teachers, work with employer partners and other training organizations
- Industry certifications (i.e. NIMS, AWS) are preferred

**Terms/Conditions:**

- Full-time
- FLSA Exempt
- Management Position
- Criminal Background Checks Required

**Salary Range:** \$65,000 - \$70,000

*Jane Addams Resource Corporation-Baltimore is an Equal Opportunity Employer  
Minority/Female/Veteran/Disabled/LGBTQ/ Gender Identity encouraged to apply*