



JOB DESCRIPTION

Job Title: Manufacturing Skills Instructor (CNC) – JARC Baltimore

Program(s): *Careers in Manufacturing Programs (CMP) / CNC Machinist Track*

Reports To: Director of Manufacturing Operations – JARC Baltimore

Supervises: N/A

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

Mission. *JARC helps low-income workers, job seekers and community residents attain financial self-sufficiency through skills training and bundled support services, including income supports, financial coaching and employment services.*

Programs. *JARC’s training programs target middle skills gaps in the manufacturing sector, such as Computer Numerical Control (CNC) machinist, Gas Metal Arc Welding (GMAW) and serve a variety of populations:*

- ***Careers in Manufacturing Programs*** – *Provide job training and employment services to a variety of adult job seekers, including dislocated workers and job seekers with barriers to employment.*
- ***Business and Workforce Services*** – *Design and execute customized firm side training classes for industry employer partners and their incumbent workers.*

The Manufacturing Skills Instructor (CNC) provides high quality instruction and technical training to job seekers in the *Careers in Manufacturing Programs (CMP)*. The CNC Machinist Track covers all aspects of Computer Numerical Control (CNC) technology, including: G-Code Programming for CNC Milling and CNC Turning processes; Machine Set Up, Operation and Safety; and other manufacturing-related topics, including math, print reading and metrology.

Essential Functions:

Careers in Manufacturing Programs (CMP)

- Primary technical training instructor in the CNC Machinist Track
- Provides hands-on and classroom instruction to a variety of unemployed adult populations, including residents of Park Heights and other job seekers with significant barriers to employment
- Executes CMP Curriculum to teach these and other topics:
 - Basic Mfg Skills, including: Shop Math, Print Reading, and Metrology

- G-Code Programming for CNC Milling and CNC Turning processes
- Machine Set Up, Operation and Safety for CNC M/C and CNC T/C
- Relevant Math and Trigonometry
- Executes **JARC Best Practices**, including:
 - **Open Entry / Open Exit** – Trainees enroll, train and complete year-round to provide real time job training for job seekers
 - **Simulated Work Environment** – Project based learning environment, set and maintain industry standards for behavior and performance
 - **Use of Industry Credentials** – Trainees attain industry credentials through National Institute for Metalworking Skills (NIMS)
- Coordinate with program staff on trainee development, including participation in employment services meetings and financial coaching updates
- Maintain a safe working environment
- Primary Responsibility for housekeeping at training center; directs trainees to clean and organize training center as part of simulated work environment
- Maintain timely, accurate progress reports, including skills inventory and dashboard indicators

Team Functions:

- Participates on Training Services Team; communicate trainees' progress in technical training with coaches and coordinators; receives confidential updates from coaches and coordinator on trainee issues that may impact their progress in technical training
- Contributes to agency's continuous quality improvement efforts
- Collaborates and cultivates strong working relationship with all staff
- Contributes to JARC's warm and welcoming environment
- Models safety on the shop floor

Qualifications:

- Minimum of 3-5 years of experience working with CNC Technology in a production environment; work history must include program, set up and operate CNC Machine Tools for Milling and Turning processes
- Must have knowledge of shop safety, machine tools and manufacturing processes
- Must be fluent in shop math, print reading and metrology
- Verifies competencies by completing JARC Assessment Tools as part of interview process, including:
 - Manufacturing Skills Assessment (Math, Print Reading and Metrology)
 - CNC Skills Inventories – S/U and Operator Functions for M/C and T/C
 - CNC Programmer Assessment – G-Codes
- Ability to execute competency-based learning and the use of industry skill standards and certifications
- 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 share and model JARC's values, including its commitment to diversity and inclusion
- Must be a team player, willing and able to train other teachers, work with employer partners and other training organizations

Terms/Conditions:

- Criminal Background Check required

Salary Range:

- \$28.85 per hour at Full Time
- Higher Hourly for P/T

Please submit resume and cover letter to hr@jarcri.org, for consideration

Minority/Female/Veteran/Disabled/LGBTQ/Gender Identity/LGBTQ encouraged to apply. Jane Addams Resource Corporation is an Equal Opportunity Employers. No persons will be discriminated against in employment because of race, color, religion, sex, age, marital status, national origin or ancestry, physical or mental disability, sexual orientation, genetic information, gender identity or expression, veteran status, or any other protected characteristic. Every employee is expected to carry out and support these policies.