



## JOB DESCRIPTION

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

**Program(s):** *Careers in Manufacturing Programs (CMP)* and *Business & Workforce Services (BWS)*

**Reports To:** Director of Manufacturing Operations – JARC Baltimore; Director of BWS – 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 Senior Manufacturing Skills Instructor (CNC) supports these programs and strategies by providing high quality instruction in 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:**

#### *Business and Workforce Services (BWS)*

- Teaches customized worker training classes at customer facilities, using customers' CNC machines and processes
- Meets with companies to learn about their hiring and workforce development needs; business models and business goals; manufacturing processes and technologies; job functions, career paths and skills gaps
- Uses JARC Diagnostic Tools including *Manufacturing Skills Assessment (MSA)* and *Skills Inventories (SI)* to verify and benchmark competencies

- Assists with marketing, service agreements and course outlines
- Assists with final reports; meets with company to debrief on training classes and identify next steps
- Helps employers develop **Career Path Plans** using JARC model, blending coursework, hands-on competencies and relevant industry credentials

#### Careers in Manufacturing Programs (CMP)

- 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, Simulated Work Environment, and Use of Industry Credentials

#### Manufacturing Operations:

- Performs routine maintenance of CNC and other machine tools in training center
- Supports housekeeping at training center; directs trainees to clean and organize training center as part of simulated work environment
- Responsible for computer lab at training center; works with JARC IT to install software, troubleshoot computer problems
- Maintains inventory of supplies and equipment; communicates purchasing needs to Director of Manufacturing Operations
- Other duties as assigned

#### **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 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
- Ability to work with industry partners to assess training needs and develop customized training solutions on the firm side
- 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:**

- Local travel includes training projects throughout Baltimore Metro area
- Criminal Background Checks 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](mailto: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.