



Jane Addams Resource Corporation Baltimore
JOB DESCRIPTION

Job Title: CNC Instructor
Department: Training
Program(s): Careers in Manufacturing Programs
Reports To: Director of Manufacturing Operations

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 provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC Baltimore provides economic and workforce development services to businesses to improve their competitiveness.

JARC Baltimore focuses on job training and workforce development. JARC Baltimore's job training programs target strategic skills gaps in the manufacturing and construction industries, such as Computer Numerical Control (CNC) machinist and welder. JARC Baltimore provides bundled financial support services, such as income supports, financial coaching and employment services.

Essential Functions:

Careers in Manufacturing Programs

The Careers in Manufacturing Programs provide instruction for students to learn vocational and life skills to prepare them for entry-level positions.

- Execute the program design and objectives of the JARC curriculum for CNC Machinists
- Teach the following subjects:
 - CNC Machining: G code programming, machine set-up and operation for both milling and turning
 - Print reading
 - Quality inspection with precision measuring instruments
 - CAD and CAM software
 - Machine shop safety
 - Manual machining operations (lathe, mill, drill press,)
- Utilize a competency based learning strategy
- Develop leadership skills amongst trainees
- Prepare trainees for National Institute for Metalworking Skills credentials
- Operate programs on an open entry/open exit format; simulate real world work environment for trainees
- Coordinate with program staff on trainee development, including participation in employment services meetings and financial coaching updates
- Maintain a safe working environment



- Maintain timely, accurate progress reports, including skills inventory and dashboard indicator

Team Functions:

- Collaborate with the JARC Baltimore Business and Program Coordinators, Coaches and Training Instructors for program continuity
- Assist in preparation of program updates
- Attend scheduled team meetings and other unscheduled meetings as necessary
- Market JARC Baltimore programs through; contacts with other companies, advertisements, and informational events

Qualifications:

- Minimum of 3-5 years of manufacturing experience as a CNC machinist
- Must be fluent in shop math, print reading and metrology
- Teaching experience a plus, particularly competency based learning and use of industry skill standards and certification
- Must be a team player, work with employer partners and other training organizations
- Industry certifications (i.e. NIMS, MSSC, etc.) a plus
- Experience with Haas and Fanuc controllers a plus
- Knowledge of CAD/CAM technology (Master Cam, Gibbs Cam, SolidWorks) a plus
- Manual Mill and Lathe experience a plus

Terms/Conditions:

- Occasional evening hours required
- Occasional travel to Chicago required
- Criminal Background Check required

Salary:

- Dependent upon experience

Submit cover letter and resume to hr@jane-addams.org. No phone calls please.

Please include the position title: CNC Instructor within the subject line. Inquiries without the title in the subject line will not be reviewed or Considered.

Jane Addams Resource Corporation is an Equal Opportunity Employer
Minority/Female/LGBTQ/Veteran/Returning Citizen/ Gender Identity/ Disabled
All Are Encouraged to Apply