



**POSITION TITLE:** Career Services Instructor

**REPORTS TO:** Director Workforce Development

**POSITION DESCRIPTION:**

The Career Services Trainer is primarily responsible for the provision of onsite job readiness training to prepare individuals for employment and/or further educational or vocational training. Full-time, regular; exempt.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Ensure that all program material, handouts, etc. are prepared and available before the start of each training session.
2. Facilitate the job readiness training utilizing the curriculum supplied by Seedco infused with other relevant material that is engaging for participants.
3. Ensure that job readiness training is delivered in an experiential and adventuresome manner.
4. Track participants' attendance using daily sign-in sheets and submit attendance logs at the end of the two-week training period.
5. Submit department reports on a weekly basis.
6. Stamp or sign participants' Personal Activity Schedule (PAS) forms.
7. Ensure participants accurately document any missed hours of training.
8. Determine, along with Employment Counselor, if missed hours are excused or unexcused.
9. Complete a "Job Ready Interview/Evaluation" for all participants at the end of each training period.
10. Conduct class evaluation session with designated employment counselor and job developers at the end of each training period.
11. Other duties as assigned by immediate supervisor, Work Bridge or BRIDGES management staff.

**QUALIFICATIONS/STRENGTHS:**

1. Experience in providing and leading programs with an experiential/adventure education core where participant's knowledge and experiences are honored and strengthened through shared experiences.
2. Possess a genuine interest, knowledge and passion for working with a diverse population of adolescent youth and adults so that their unique assets are recognized and developed.

3. Values diversity and seeks out opportunities for self, staff, volunteers and program participants to interact and learn in diverse settings.
4. Have experience and enthusiasm for coaching and developing the strengths and skills of program participants.
5. Strength in developing and maintaining positive working relationships where open communication exists with BRIDGES staff agency wide, community partners and funding agencies.
6. Is a lifelong learner and exhibits in his/her life.
7. Good communication (verbal and written), interpersonal and leadership skills.
8. Must be computer literate with knowledge and experience using Microsoft products.
9. Bachelors Degree in Education, Social Work, Psychology or related field.
10. Must possess a valid driver's license and show proof of liability insurance coverage as required by the laws of the State of Tennessee and as outlined in the BRIDGES Employee Handbook.

**PHYSICAL DEMANDS:**

1. While performing the duties of this position, employee is regularly required to walk, talk, see and hear.
2. On a daily basis, Employee will participate in all of the high-energy activities such as running, stooping, etc.
3. The employee frequently is required to stand; walk; use hands and fingers and reach with hands and arms.
4. Requires ordinary ambulatory skills sufficient to visit departments at the BRIDGES Center and to attend training sessions held off campus.
5. Requires excellent communication skills both spoken and written.

**EOE – M/F – V/H**

I certify that there is nothing that would prevent me from performing the duties as outlined above.

I understand that my position and continued employment depend on the availability of funding.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Workforce Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Vice President / COO

\_\_\_\_\_  
Date