



Program Instructor Volunteer

Organization: Cornerstone Craftsman
Job Title: Program Instructor
Location: Training Facility
Est. Commitment: 10 hours per month
Supervisor: Roberto Gomez

Overview:

Cornerstone Craftsman is an Alexandria City-based organization providing at-risk youth (aged 12-17) with skilled trades and mentoring training. Our unique pre-apprenticeship program allows young men and women to build viable careers, earn a livable wage, and pursue economic self-sufficiency. By offering vocational career pathways, we are opening doors to alternative education routes with the skills and resources needed for success. Cornerstone Craftsman was formed in August 2023 and has applied for IRS 501(c)(3) status.

We seek a Program Instructor to serve as an important member of our pre-apprentice program team. You will work closely with another instructor, the founder, and the executive director, Roberto Gomez.

Responsibilities:

- Instruct 12- to 17-year-old at-risk youth in the skilled trades in three to six-hour morning shifts two Saturdays a month. Training module outlines, tools, and materials will be provided.
- Prepare the training area, clean up the training area, and keep an accurate inventory of all tools and materials.
- Submit attendance, individual participant progress reports, and material needs to the supervisor.
- Manage all project elements in partnership with another instructor.
- Utilize a variety of hand and power tools
- Follow all local, state, and federal health and safety standards
- Commit to continually improving your skills through on-the-job training
- Carry out other administrative and operations tasks as assigned.

Qualifications

- Experience working with at-risk youth or vulnerable populations.
- High level of patience, compassion, and understanding as an instructor or teacher.
- Skilled in handling conflict and problem-solving.



- Extensive experience on commercial or residential projects.
- Ability to use a wide variety of tools
- Capable of working well with minimal supervision
- Understanding of essential safety measures.
- Strong project management skills, attention to detail, and adherence to deadlines.
- Strong oral communication skills.
- Strong critical and logical thinking skills.
- Proven self-starter who takes initiative in completing all tasks.
- Willingness to receive instruction, learn, and be part of a team
- High school diploma or similar

Benefits (20+ hours)

- Personal recognition on the Cornerstone Craftsman website, Instagram, and Facebook Group.
- Represent Cornerstone Craftsman at community events, meetings, and networking activities.
- Invitation to Cornerstone Craftsman social gatherings and outings.
- Cornerstone Craftsman apparel.

How to Apply

- Email your resume, the position of interest, two professional or volunteer references, and a few sentences about why you are interested in this volunteer position.
- Someone will contact you for a screening interview if there is a potential fit.
- Cornerstone Craftsman conducts background checks on all incoming volunteers and staff.
- Contact: info@cornerstonecraftsman.org.

